

OPPORTUNITY TO WORK AT THE PAL NETWORK

Program Assistant – Assessment Coordination, PAL Network Hubs

- JOB TITLE:** Program Assistant
- LOCATION:** Multiple locations across PAL Network Hubs¹ (South Asia, East Africa, West Africa, and South & Central America).
- POSITIONS:** Four (4), one for each hub
- DURATION:** Full-time consultancy position until December 2024, with a possible 2-year contract to be issued upon satisfactory performance.
- START DATE:** As soon as possible in June/July 2024.
- DEADLINE:** Applications are reviewed on a rolling basis, so early submissions are encouraged.

OBJECTIVE: The Program Assistant is primarily responsible for facilitating and supporting the implementation of PAL Network's common assessment projects within their respective regions. This role focuses on enhancing the efficiency and effectiveness of assessment activities, contributing to the strategic objectives of the PAL Network while also supporting broader regional hub operations.

Key Responsibilities

ASSESSMENT PROJECT IMPLEMENTATION (80%)

- Lead the coordination and logistical support for assessment-related activities within each region.
- Ensure alignment of regional activities with the overall strategic goals of the assessment projects.
- Facilitate communication and collaboration between regional staff and the central assessment unit to implement project deliverables effectively.
- Oversee the collection and analysis of data pertaining to assessment activities.
- Implement and monitor quality control protocols to maintain high standards in data integrity and reliability.
- Coordinate and support the organisation of training sessions for regional teams on assessment protocols and tools.
- Assist in the development and adaptation of training materials to meet local needs.
- Prepare detailed reports on the progress and outcomes of assessment projects.
- Document all field processes, highlighting challenges and solutions related to the assessment within the region.

REGIONAL HUB OPERATIONAL SUPPORT (10%)

- Support non-assessment-related regional hub activities where required.
- Assist in general administrative tasks and other duties as required to support the overall objectives of the regional hub.

¹ **South Asia:** India, Pakistan, Nepal, and Bangladesh. **Eastern and Southern Africa:** Kenya, Tanzania, Uganda, Mozambique, and Botswana. **West Africa:** Nigeria, Mali, and Senegal. **Central and South America:** Mexico, Nicaragua, and Colombia.

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OTHER (10%)

- Attend and fully participate in network and staff meetings and retreats as required.
- Support writing of bimonthly and annual reports and use these as the basis for monthly and annual engagements with the supervisor.
- Perform such other duties as may be required from time to time.

Qualifications

1. **Education:** Bachelor's degree in Education, Social Sciences, Statistics or related fields.
2. **Experience:** At least 1-2 years of experience in a coordination role within an educational or assessment-focused project, preferably in an international or cross-cultural setting.
3. **Skills:**
 - Strong organisational and administrative skills.
 - Excellent communication skills, both written and verbal.
 - Proficiency in Microsoft Office and experience with database management systems.
 - Knowledge of digital data collection tools (ComCare, SurveyCTO or closely related) is highly desirable.
 - Ability to work independently and collaboratively in a team environment.

Languages

- Proficiency in English (both spoken and written) is required.
- Candidates selected for West Africa must be proficient in French, and those for Central and South America must be proficient in Spanish.
- Additional proficiency in either Kiswahili or Portuguese is highly desirable for candidates selected for East and Southern Africa.

How to Apply

Candidates can send their CV and a cover letter outlining their suitability for the position to jobs@palnetwork.org and copy musman@palnetwork.org. Please include "Program Assistant Application- [Hub Name]" in the subject line of your email. Any queries related to this position can be directed to Usman at musman@palnetwork.org.