

Highly Motivated Cluster Coordinators Required

Children's Global Network Pakistan – Parwaan (CGN-P) is extending “Parwaan Preschool –A School Readiness Programme” in Pakistan under Ilm Ideas 2 programme. The Parwaan Preschool programme aims to engages and train young individuals from target 14 districts for establishing of preschools as their own business. Applications are invited by relevant qualified and energetic professionals for the position of **Cluster Coordinator** (preferably females) who are resident of following districts:

Punjab: Bahawalpur, Khoshab, Muzafargarh, Rawalpindi, Layyah, Multan

KPK: Peshawar, Mardan, Harripur, Kohat and Charsadda

Baluchistan: Gawadar and Lasbella

Islamabad Capital Territory

Job Title	Cluster Coordinator
No. of Positions	29
Duration of position	20 Months

Duties and responsibilities:

Cluster Coordinator is the key change maker and driver of the programme functioning at the field level and shall be responsible to implement all field activities at grassroots level (geographical area 3 to 5 union councils in target districts). S/he is responsible for carrying out advertisement campaign, selection of potential entrepreneurs, training them, facilitating in establishing ECD centres and linking entrepreneurs with micro finance institutions. The Cluster Coordinator will support the entrepreneurs in ensuring ECD standards and improving the quality of centres through technical support visits.

Primary Duties and Responsibilities:

Specific Tasks:

- Conduct mobilization and advocacy meetings, advertise the programme in local areas through newspapers and other materials like posters, banners etc. for identification of entrepreneurs.
- Register the entrepreneurs who apply for the programme and maintain their record and report as per requirements.
- Finalize the selection of entrepreneurs with support of regional team.
- Conduct interviews of the applicants (entrepreneurs) in two rounds, doing verification of spaces provided by candidates for ECD centres and expected children to be enrolled in centres.
- Sign agreement with the selected applicants after conducting their verification in the guidelines provided to make ensure that applicant will open centre after attending training.
- Coordinate with Training Lead and other relevant officials and concerned persons locally for organizing logistics for trainings.
- Conduct training for 50 entrepreneurs, in two groups in light of the ToT s/he receive and report as per the prescribed standard/requirement.
- Facilitate and ensure all the trained entrepreneurs establish their ECD centers.
- Support the entrepreneurs in children enrollment and making the ECD center environment conducive for children.
- Visit each ECD centre at least once a month to provide support and report accordingly.
- Any other task assigned by regional/ head office team.

Reporting Items:

The Cluster Coordinator shall be responsible for daily, weekly and monthly reporting (through web based digital system):

- Report on awareness-raising sessions/advocacy in community and IEC material display.
- Data reporting on number of applicants registered for the programme.
- Report on space and children verification and data sharing.
- Report and list of agreements signed with the entrepreneurs.
- Share training plan with regional office.
- Report data of centers established, children enrolled, attendance and performance of centres.
- Report on technical support provided in the centres.

- Data shall be reported as per the reporting templates provided by CGN-P.

Qualification & Skills Required

- Has personal conveyance or ready to travel on local available transport in the area.
- Minimum Bachelor's degree from a recognized University.
- Excellent training skills (education, local government, entrepreneurship, mobilization, Early Childhood Education etc.)
- Sound administrative, planning and coordination and reporting writing skills.
- Familiar with basic computer applications and IT skills.
- Preference will be given to retired teachers or education department official.
- Already positively engaged in activities/processes undertaken at community level.
- Has sufficient family/personal linkages among 2-3 Union Councils where resident.
- Good linkages with line departments and media.
- Age bracket 22-50 years
- Has experience of organizing training preferably in education sector. Teaching experience in public school would be an advantage.

The last date for submission of application is **27th March, 2017 at House # 08, Street # 4, G -6/3 Islamabad**. For more information please visit **www.cgnpk.org, www.parwaan.org.pk or www.facebook.com/cgnpk.**