

**JOB DESCRIPTIONS OF STAFF OF
THE NATIONAL INTEGRATED EARLY CHILDHOOD DEVELOPMENT
(NIECD) COORDINATION SECRETARIAT**

Theme: coordinated intervention for holistic growth and development of all children from 0 to 8 years.

1. INTRODUCTION

Early Childhood Development (ECD) issues are spread in many sectors without convergence of efforts which has reduced the effect of the various interventions. This calls for a vibrant national coordination secretariat for convergence of efforts for better impact of ECD.

The MGLSD has the mandate of social protection and development that empowers the Ministry to spearhead the coordination of the ECD issues. It is on this basis that initiatives are under way for the establishment and operationalisation of National Integrated ECD Coordination Secretariat.

2. BACKGROUND AND CONTEXT

Early Childhood Development (ECD) is a period of a Child's life from conception to age of 8 years and is the most rapid period of development in a human life. It is a process through which Children grow and thrive physically, mentally, socially, emotionally and morally. ECD therefore requires a range of services and interventions that address Children's needs such as; health care, nutrition, emotional, psycho-social stimulation, sanitation and hygiene, protection and cognitive development, among others.

The Children respond best when caregivers use specific techniques designed to encourage and stimulate progress to the next level of development. These ranges of services require a vibrant coordination arrangement if the Child is to derive maximum benefit of the range of services and have proper growth and development in life. It is against this, that a vibrant National Integrated ECD Coordination Secretariat is to be put in place for effective and efficient provision of the range of services to the Children for their maximum benefit.

These job descriptions are therefore developed in that context.

1.0 DEPUTY PROGRAMME COORDINATOR

He/she reports to the Programme Coordinator and will be expected to play the following roles:-

- Closely monitor and supervise staff performance and management.
- Support the Coordinator in Networking.
- Lead in development of implementation plans and their execution.
- Identify capacity building needs for the secretariat and stakeholders
- Monitoring and evaluating the achievements of the NIECD.
- Assist the Coordinator in ensuring the daily smooth running of the secretariat.
- Lead in the strategic and operational reporting.
- Design and implement impact assessments.
- Design and develop M&E tools and guidelines.
- Conduct performance appraisal for staff.

And other duties as will be assigned from time to time.

Qualifications

- A Master's degree in Social Sector Planning, Management, Development Studies, Economics from a recognized University.
- An Honours Bachelor's degree in Economics, Economic Policy and Planning, Social Sciences, Development Studies, Social Work and Social Administration from a recognized University.
- Minimum of 5 years' working experience in the same of similar field.
- Knowledge of computer use is a must.

2.0 PROGRAMME OFFICERS (HEALTH, EDUCATION, LOCAL GOVERNMENT & SOCIAL DEVELOPMENT)

2.1 PROGRAMME OFFICER – HEALTH

He/she reports to the Deputy National Coordinator and will be expected to play the following roles:-

- Liaise with relevant Departments, sections and Divisions in the MoH to ensure that the NIECD activities are included/planned for in the annual work plans.
- Ensure that the ECD Coordination Committee in the Health Sector is operational and functional.
- Work to ensure that key officers attend the multi-sectoral committee meetings
- Ensure that the necessary information is gathered and reports shared in time.
- Help develop ECD capacity needs for the MoH..
- Plan for capacity development.
- Update MoH Top Management on NIECD implementation.
- Summarise the key indicators related to ECD from the MoH MIS and share with the secretariat and other stakeholders.
- Be the link/bridge between the MoH and MGLSD and other stakeholders.

- Facilitate a harmonious and good working relation between the MoH and other NIECD stakeholders.
- Ensure that research reports and findings in MoH are shared with stakeholders for information and effective planning.
- Update the Secretariat and stakeholders on changes in Policies, protocol, statistics, etc in the Health sector.
- Advocate for the IECD agenda in different Health foras.

And other duties as will be assigned from time to time.

Qualifications

- Post graduate Diploma in Management/Administration.
- An Honours Bachelor's degree in Medicine or Public Health from a recognized University.
- Minimum of 3 years' working experience in the Health sector.
- Knowledge of computer use is a must.

2.2PROGRAMME OFFICER – EDUCATION

He/she reports to the Deputy National Coordinator and will be expected to play the following roles:-

- Liase with relevant Departments, sections and Divisions in the MoESTS to ensure that the NIECD activities are included/planned for in the annual work plans.
- Ensure that the ECD Coordination Committee in the Education Sector is operational and functional.
- Work to ensure that key officers attend the multi-sectoral committee meetings
- Ensure that the necessary information is gathered and reports shared in time.
- Help develop ECD capacity needs for the MoESTS.
- Plan for capacity development.
- Update MoESTS Top Management on NIECD implementation.
- Summarise the key indicators related to ECD from the MoESTS MIS and share with the secretariat and other stakeholders.
- Be the link/bridge between the MoESTS and MGLSD and other stakeholders.
- Facilitate a harmonious and good working relation between the MoESTS and other NIECD stakeholders.
- Ensure that research reports and findings in MoESTS are shared with stakeholders for information and effective planning.
- Update the Secretariat and stakeholders on changes in Policies, protocol, statistics, etc in the Education sector.
- Advocate for the IECD agenda in different Education foras.

And other duties as will be assigned from time to time.

Qualifications

- Post graduate Diploma in Management/Administration.
- An Honours Bachelor's degree in Economics, Economic Policy and Planning, Social Sciences, Development Studies, Education, Social Work and Social Administration from a recognized University.

- Minimum of 3 years' working experience in the Education sector.
- Knowledge of computer use is a must.

2.3 PROGRAMME OFFICER – LOCAL GOVERNMENT

He/she reports to the Deputy National Coordinator and will be expected to play the following roles:-

- Liase with relevant Departments, sections and Divisions in the MoLG to ensure that the NIECD activities are included/planned for in the annual work plans.
- Ensure that the ECD Coordination Committee in the Local Government is operational and functional.
- Work to ensure that key officers attend the multi-sectoral committee meetings
- Ensure that the necessary information is gathered and reports shared in time.
- Help develop ECD capacity needs for the MoLG.
- Plan for capacity development.
- Update MoLG Top Management on NIECD implementation.
- Summarise the key indicators related to ECD from the MoLG MIS and share with the secretariat and other stakeholders.
- Be the link/bridge between the MoLG and MGLSD and other stakeholders.
- Facilitate a harmonious and good working relation between the MoLG and other NIECD stakeholders.
- Ensure that research reports and findings in MoLG are shared with stakeholders for information and effective planning.
- Update the Secretariat and stakeholders on changes in Policies, protocol, statistics, etc in the Local Government sector.
- Advocate for the IECD agenda in different Local Government foras.

And other duties as will be assigned from time to time.

Qualifications

- Post graduate Diploma in Management/Administration.
- An Honours Bachelor's degree in Economics, Economic Policy and Planning, Social Sciences, Development Studies, Social Work and Social Administration from a recognized University.
- Minimum of 3 years' working experience in the Local Government Development sector.
- Knowledge of computer use is a must.

2.4 PROGRAMME OFFICER – SOCIAL DEVELOPMENT

He/she reports to the Deputy National Coordinator and will be expected to play the following roles:-

- Liase with relevant Departments, sections and Divisions in the MGLSD to ensure that the NIECD activities are included/planned for in the annual work plans.
- Ensure that the ECD Coordination Committee in the Social Development Sector is operational and functional.
- Work to ensure that key officers attend the multi-sectoral committee meetings

- Ensure that the necessary information is gathered and reports shared in time.
- Help develop ECD capacity needs for the MGLSD.
- Plan for capacity development.
- Update MGLSD Top Management on NIECD implementation.
- Summarise the key indicators related to ECD from the MGLSD MIS and share with the secretariat and other stakeholders.
- Be the link/bridge between the MGLSD and other stakeholders.
- Facilitate a harmonious and good working relation between the MGLSD and other NIECD stakeholders.
- Ensure that research reports and findings in MGLSD are shared with stakeholders for information and effective planning.
- Update the Secretariat and stakeholders on changes in Policies, protocol, statistics, etc in the Social Development sector.
- Advocate for the IECD agenda in different Social Development foras.

And other duties as will be assigned from time to time.

Qualifications

- Post graduate Diploma in Management/Administration.
- An Honours Bachelor's degree in Economics, Economic Policy and Planning, Social Sciences, Development Studies, Social Work and Social Administration from a recognized University.
- Minimum of 3 years' working experience in the Social Development sector.
- Knowledge of computer use is a must.

3.0 MONITORING AND EVALUATION OFFICER

He/she reports to the Deputy National Coordinator and will be expected to play the following roles:-

- Develop and implement a monitoring and evaluation framework for new programmes and reviewing the same for existing programmes;
- Identifying and tracking performance indicators for programmes implemented.
- Preparing progress reports against programme specific objectives;
- Coordinate impact assessments and coordinate the compilation and dissemination of quarterly and annual reports;
- Develop reporting mechanisms that facilitate the acquisition and aggregation of information and develop and maintain M& E databases;
- Continuously develop and improve M&E plans for its various programmes;
- Contribute to the preparation of proposals and tender presentations for new projects and implementation plans;
- Coordinate baseline and end line surveys, external reviews and evaluations of programmes.
- Prepare reports and information including tables, graphs and statistical data;
- Working with staff, beneficiaries and partners to analyze, maintain and supply evidence of lessons learned from programme experience, and ensure incorporation thereof into future programmes;
- Conduct research projects applying a variety of research techniques;

- Build capacity of staff on the logical framework, data verification & management, result-oriented programming and report writing techniques as per the requirements for relevant donors to ensure compliance;
- Produce periodic briefs and publications.
- Analyse data and information.
- Facilitate learning and documentation management of good practice, key results and lessons learnt

And other duties as will be assigned from time to time.

Qualifications

- A postgraduate Diploma in monitoring and evaluation
- A Bachelor's Degree in Economics, Statistics, Development Studies, Social Science from a recognized University.
- At least 3 years of relevant working experience.
- Should be conversant with log frame approach in planning, monitoring and evaluation
- Should be familiar with both quantitative and qualitative monitoring and evaluation methods.

4.0 COMMUNICATION AND ADVOCACY OFFICER

He/she reports to the Deputy National Coordinator and will be expected to play the following roles:-

- Review and analyse policies.
- Drafting policy briefs and proposals.
- Prepare and implement the communication and advocacy plan.
- Coordinate and link with other policy analysts from other sectors.
- Work closely with the MGLSD P.R and the media.
- Spearhead and promote the publicity and visibility for the NIECD.
- Prepare media briefs, press releases, newsletters, adverts, etc for the IECD.
- Liase with NIECD stakeholders.
- Share information regarding the NIECD.
- Prepare press conferences for the IECD.

And other duties as will be assigned from time to time.

Qualifications

- A post graduate qualification in Communications, media or public relations
- A Bachelor's Degree in Mass communication/ Journalism from a recognized University
- Minimum of 3 years' working experience in the same field.
- Knowledge of computer use is a must.
- Three years' experience in field reporting and editing role.

5.0 I.T/DATA OFFICER

He/she reports to the Deputy National Coordinator and will be expected to play the following roles:-

- Support the coordination office to administer the database information system and the networks including IT equipment; including computers and other accessories
- Support LANs, WANs, network segments, Internet, and intranet systems.
- Maintain system efficiency.
- Administer servers, desktop computers, printers, routers, switches, firewalls, phones, personal digital assistants, smart phones, software deployment, security updates and patches.
- Ensure that the NIECD website is well managed and routinely updated.
- Ensure and promote an active and lively interaction with the stakeholders through the social media platforms.
- Maintain the NIECD e-database.
- Design and implement an e-publicity strategy.
- Review and analyse sector websites and databases and synchronize with the NIECD.
- Coordinate and link with other I.T units analysts from other sectors.
- Work closely with the MGLSD I.T unit.
- Spearhead and promote the publicity and visibility for the NIECD.
- Ensure that the NIECD MIS is well managed and routinely updated.

Qualifications

- An Honours Bachelor's degree in computer science or information communication from a recognized University.
- At least 3 years' experience in MIS, in a medium to large organization with an active MIS system.
- Certification in Microsoft systems expert and Business Process Outsourcing is an added advantage.

6.0 ADMINISTRATIVE OFFICER

He/she reports to the Deputy National Coordinator and will be expected to play the following roles:-

- Support the coordination office in the overall administration of the secretariat/office. Responsible for ensuring smooth day to day administration of the secretariat/ office.
- Ensure proper records of financial documentation.
- Maintaining an effective and efficient utilization of ECD resources according to the lawful procedures
- Preparing the loose minutes/requisitions for the secretariat.
- Contribute to preparing timely periodic (monthly, quarterly, and annual) financial reports as may be required by the secretariat.
- Tracking and reporting on the use and consumption of fuel, stationery, office supplies and other inputs.
- Ensure and maintaining an effective manual and electronic filing system for the secretariat.
- Management of the office transport services and travel arrangements.

- Organise, coordinate the various meetings, and write minutes and follow-up with the responsible actors on agreed upon action points.
- Ensuring the proper and timely maintenance and repairs of office equipment and facilities
- Maintaining high standards of office cleanliness and lay out
- Filling accounts records.
- Conduct performance appraisal for support staff.

And other duties as will be assigned from time to time.

Qualifications

- An Honour's Bachelor's Degree in Business Administration, Social Science, Social Work and Social Administration, Development Studies and B Com (Management) from a recognised University.
- Post graduate Diploma in Administration or Management will be an added advantage.
- Minimum of 3 years working experience in handling the key tasks above all will be an added advantage.