

Vacancy

Subnational Education Cluster Coordinator

Position Title:	Subnational Education Cluster Coordinator
Location:	Myitkyina, Kachin State
Line Manager(s):	Cluster Coordinator and Education and Protection Program Manager
Starting:	ASAP
Duration:	Until May 15 th , 2026 – extendable

Position Summary

To coordinate education stakeholders to respond in a timely, coherent and strategic manner to the ongoing humanitarian crises in Kachin and Shan states.

The Subnational Education Coordinator is responsible for collaborating with key stakeholders as impartial representatives of the Education Cluster, to effectively contribute to the 6 + 1 core cluster functions.

Key Responsibilities:

Main tasks

Support Service Delivery

- Facilitate and coordinate implementation of the Education Cluster response for IDPs, non-displaced stateless persons, other affected populations and host communities within the geographic scope of the sub-national EiE coordination group(s).
- Ensure appropriate links with relevant stakeholders, with an emphasis on strengthening engagement with local civil society. In very limited cases where it is needed, some links to local education authorities may also occur.
- Organize regular EiE coordination meetings at the sub-national level, and meetings of technical working groups (where applicable).
- Represent partners engaged in Education Cluster response at sub-national inter-cluster and/or inter-agency coordination meetings.
- Document ongoing and future coordination and technical support needs to improve overall response by Education Cluster and its partners.

Work with National Education Cluster Coordinator to Inform Decision-Making and Advocacy

- Identify issues that require advocacy and engagement at national and sub-national levels, and contribute to key messages for advocacy to be delivered at national level; these issues may especially focus on human rights, durable solutions, and other topics
- Participate in sharing relevant information, issues, and updates between sub-national level and the national coordination team including the National Education Cluster Coordinator and Education Cluster Co-Lead agencies
- Support determination of needs and review of projects for the Myanmar Humanitarian Fund
- Ensure EiE issues are kept on the agenda in sub-national coordination forums

Strategy Development

- Contribute to the development of Education Cluster strategies, HNO, and HRP with inputs from State/Region-level

- Ensure effective and coherent education assessments and analyses, involving all relevant partners and demonstrating conflict sensitivity
- Track lessons learned and revise strategies and action plans accordingly;
- Provide inputs for state-level or cluster-level documents and plans
- Ensure effective links with other Clusters

Monitor and Evaluate Performance

- Monitor and follow interventions by cluster partners, support improvements in programming and delivery of quality support to strengthen performance.
- Provide monthly updates, at minimum, to Education Cluster partners and National Education Cluster Coordination team, including analyses of any changes in the context and achievement of results against state-level plans
- Contribute to Education Cluster information management, at minimum by supporting the quarterly collection of data for the Education Cluster Monitoring Tool (ECMT) and working with national-level staff to analyse the data for gaps and duplication in the Education Cluster response
- Identify any gaps in information collection, analysis, and reporting and work with national-level staff to fill the gaps

Capacity Building in Preparedness and Contingency Planning

- Support the mapping of capacity among EiE partners within the sub-national area, including contingency stocks of education materials and identification of available staff to support EiE responses
- Contribute to the development of joint Education Cluster contingency plans at sub-national level, leading consultation with the EiE coordination group members
- Support capacity building for EiE partners to strengthen knowledge and skills for preparedness and response
- Strengthen Education Cluster efforts for localization, identifying opportunities for Education Cluster to contribute to local organizations' needs

Accountability to Affected Populations

- Encourage use of participatory and community-based approaches in assessments, analysis, planning, monitoring and response.
- Collaborate with relevant EiE and Child Protection partners to strengthen child safeguarding at organization-level and in education institutions supported by Education Cluster (e.g. boarding houses)
- Ensure Education Cluster partners are including accountability to affected populations and providing and supporting PSEA activities.

Special tasks

- Contribute to internal Organization annual country programme reports.
- Contribute to Organization Education program strategy
- Demonstrate an understanding of gender equality and women's empowerment and a commitment to Organizations approach and values including ethnic diversity and cultural sensitivity.
- Uphold and promote FCA's and Organization's commitment to child safeguarding and PSEA.

Other

- Any other duties/tasks required by the Education Cluster, Organization Education Programme Manager or Organization Country Director deemed necessary for the organization or country programme.

SKILLS, EXPERIENCE & KNOWLEDGE REQUIRED

- Bachelor's degree or higher. Advanced degree or training in international development, education, or a related field is preferred;
- At least 5 years of relevant work experience in the education in emergencies sector in Myanmar;
- Wide network of contacts with a variety of education stakeholders at different levels, including in Kachin and Shan State civil society;
- Fluent written and spoken Burmese/Myanmar and English; knowledge of other languages spoken in Kachin and Shan states would be an asset;
- Good knowledge of the humanitarian contexts in Kachin and Shan states;
- Commitment to and understanding humanitarian principles, the Convention on the Rights of the Child and the Cluster approach and relevant standards (Sphere and INEE)
- Excellent coordination and facilitation skills;
- Ability and willingness to travel on a regular basis.
- Fluent knowledge of English-written and spoken
- Ability to work under intense pressure
- Flexible approach to working hours-ability and willingness to work evening and weekends when necessary

Application Procedure: Interested candidates should send an application letter along with an updated CV (with at least 2 contacts for reference), no later than **June 25, 2025** to the following mail address recruitment.mmr@proton.me with the Subject **"250611_ Subnational Education Cluster Coordinator"**. Please note that only short-listed candidates will be contacted for interviews or written tests. Due to the urgency of the position candidates will be selected on a rolling basis.