

March 1, 2024

## Position Description

### Project Coordinator — EdTech for Early Learning Project Timor-Leste

<b>Organisational Environment:</b>	
<p>Mary MacKillop Today is the aid and development organisation of the sisters of St Joseph. It was established to bring justice and hope for a better future to marginalised and vulnerable communities internationally and currently support programs in Australia, Timor-Leste, Peru, Fiji, and Papua New Guinea in the area of education, health and livelihoods.</p> <p>Mary MacKillop Today is a signatory organization to the Australian Council for International Development (ACFID) Code of Conduct which calls for a commitment to 'good practice' in the work of aid and development – transparency, accountability of the organization and the programs and full participation of stakeholders and is fully accredited by the Department of Foreign Affairs and Trade (DFAT) and receives funding through the Australian NGO Cooperation Program (ANCP).</p> <p>The Sisters of St Joseph commenced work in East Timor in 1994 as the Mary MacKillop Institute of East Timorese Studies, and Mary MacKillop Today is now registered as an international NGO in Timor-Leste being part of NGO Forum membership. MMT has an office in Becora, Dili with over 50 staff, and is best known for its work in Teacher Training, Parent Training, Inclusive Early Education, Health Literacy and Livelihoods Program.</p>	
<b>Position:</b> Project Coordinator - EdTech for Early Learning Project	<b>Reports to:</b> Programs Manager
<b>Supervises:</b>	
This position supervises Project Officers.	
<b>Primary objective of the role:</b>	
<p>The primary objective of this role is to coordinate and manage the designing, testing, piloting, and implementation of Mary MacKillop Today's new EdTech for Early Learning Project. This project aims to improve the quality of Early Childhood Education in Timor-Leste through innovative Information Communications Technology solutions, making key learning areas of numeracy and literacy more accessible for children. The Project Coordinator will facilitate the design, management, and implementation of the EdTech project activities, to be piloted in a range of pre-schools in Liquica and Dili. The extension of project can be gradually done to other location as required. He/she will manage the project implementation by developing the EdTech project planning, designing, testing, piloting, administration, and reporting. This role will also be responsible for facilitating training workshops for teachers and parents, conducting community stakeholder consultation workshops, and liaising with key stakeholders including the MoE and MMT's EdTech Consultancy Partner.</p>	
<b>Major areas of responsibility:</b>	
<p>The Project Coordinator has the following major areas of responsibility:</p> <ol style="list-style-type: none"> <li>1. Project Management and Reporting</li> <li>2. Project Delivery</li> <li>3. Resources Development</li> <li>4. Representation and Networking</li> <li>5. Staff Management</li> </ol>	
<b>Statement of duties:</b>	
The following duties are aligned to the 4 major areas of responsibility of the Project Coordinator - EdTech in Early Learning Project.	
<b>1. Project Management and Reporting</b>	The EdTech Project Coordinator will work on coordinating all aspects of the project management and reporting cycle for the EdTech project, including:

March 1, 2024

	<ul style="list-style-type: none"><li>• Work with consultant and stakeholders to identify the Information &amp; Communication Technology (ICT) needs in Early Childhood Education for project designing, testing and piloting.</li><li>• Prepare and develop EdTech for Early Learning project proposal and budget in coordination with the Education Program Coordinator (Australia) and the EdTech consultant partner,</li><li>• Coordinate with the Education Program Coordinator and EdTech consultant partner to oversee all aspects of the project cycle (design, implementation, budgeting, monitoring, reporting, evaluation, and learning)</li><li>• Prepare and maintain project documents as required.</li><li>• Participate in regular monitoring of projects to meet project outcomes within budget and timeframes.</li><li>• Maintain regular communication with the MMT Education Programs Coordinator, Timor-Leste (EPCTL) and the International Programs Group Leader (IPGL) in Sydney and request from them approval of any changes to the project budget or activities.</li><li>• Design and implement project evaluation tools and disseminate the results in line with contractual arrangements.</li><li>• Prepare progress and other reports in accordance with the project agreement of internal and external funders and donors.</li><li>• Ensure the integration of key cross-cutting issues and safeguarding into program design, implementation, and reporting.</li><li>• Contribute to annual project learning and reflection to continually improve program design and effectiveness.</li><li>• Prepare final project reports and contribute to the program review process.</li></ul>
<b>2. Project Delivery</b>	<p>The EdTech Project Coordinator will oversee the EdTech project delivery and implementation to pre-basic schools, including:</p> <ul style="list-style-type: none"><li>• Assist in the development and delivery of MMT's EdTech Training for pre-primary school teachers and parents, so they have the skills and knowledge to deliver learning sessions to students in the classroom and at home.</li><li>• Conduct follow-up visits to assess the delivery of learning sessions in the classroom and provide ongoing mentorship and training to teachers and parents as needed.</li><li>• Conduct stakeholder and community consultation workshops to ensure project meets the needs of the community.</li><li>• Support EdTech Consultants to liaise with target schools, teachers and community members.</li><li>• Together with the Programs Manager and the IPGL oversee the recruitment of consultants to assist in the EdTech project when appropriate.</li><li>• Mentor and train Project Officer or MMT facilitators so they can deliver learning sessions to teachers and parents through IT approach.</li><li>• Ensure all project activities are completed in-line with the planned schedule.</li><li>• Lead the EdTech Project Team and Field-Based Officers in the planning and delivery of parents training workshops.</li><li>• Conduct regular monitoring of field-based staff activities to enhance the quality and effectiveness of these activities.</li><li>• Allocate tasks to members of the EdTech Project Team in preparation for Teacher Training and Parents Workshops and Field-Based activities.</li><li>• Mentor other members of EdTech Project Team in delivering EdTech training for teachers and students. Jointly carry out monitoring and mentoring with MoE and INFORDEPE</li></ul>
<b>3. Resources Development and provision</b>	<p>The EdTech Project Coordinator will develop resources to support teachers training in enabling them to provide learning sessions to students including:</p>

March 1, 2024

	<ul style="list-style-type: none"> <li>• Create and produce any necessary teaching documents and resources to support the EdTech Project in line with the new national curriculum.</li> <li>• Source and purchase projectors and tablets as needed to support EdTech project implementation in close consultation with ICT consultant.</li> <li>• Review, edit all ICT/apps content to ensure they comply with INL Tetun and national curriculum of MoE requirements.</li> <li>• Meet frequently with other Project Coordinators to keep them up to date on any new resources that are developed and support teacher-trainers in the use of any new resources.</li> <li>• Together with the EdTech Project Officer liaises frequently with MoE staff and other educational professionals to ensure MMT's education program is in line with the national curriculum and school priorities.</li> <li>• Consult regularly with project participants and other key community stakeholders to ensure materials are in line with changing needs and priorities of community.</li> </ul>
<p><b>Representation and Networking</b></p>	<p>The EdTech Project Coordinator will represent and network with relevant stakeholders in meeting for discussing and exchange any relevant issues related to learning of education through EdTech including:</p> <ul style="list-style-type: none"> <li>• Attend meetings when required with stakeholders such as the Ministry of Education, Youth and Sport (MoE), INFORDEPE and other relevant stakeholders to present relevant materials.</li> <li>• Act as liaison person and key MMT representative in the development and implementation of project, both internally and externally</li> <li>• Attend partners coordination meetings with the MoE in regarding to project implementation and learning session in the classroom through EdTech.</li> <li>• Attend other meetings and relevant courses related to the roles.</li> </ul>
<p><b>Staff Management</b></p>	<p>The EdTech Project Coordinator will manage staff to support the project implementation and administration including:</p> <ul style="list-style-type: none"> <li>• Manage individual staff by developing work plans with them including learning and development plans to assist staff in meeting their responsibilities.</li> <li>• Meet regularly with them to review progress and give recognition and resolve any issues.</li> <li>• Implement MMT's employment and HR policies including but not limited to Performance Appraisals of all direct reports.</li> <li>• Treat all staff equally and without discrimination with respect and sensitivity.</li> </ul>
<p><b>4. Others</b></p>	<p>The EdTech Project Coordinator will, at times, be required to undertake other duties related to the role as directed by the Programs Manager or Country Director:</p> <ul style="list-style-type: none"> <li>• Assist international visitors while they spend time in Timor-Leste</li> <li>• Assist any celebration or launching of program activities.</li> <li>• Attend/represent MMT at external meeting with partners as required.</li> <li>• Assist the team with other tasks in the office if needed (translation, packing materials, attending meetings)</li> <li>• Participate in networking activities related to EdTech in Early Learning.</li> </ul>
<p><b>Qualities and Capabilities:</b>  <b>Values</b>  All staff based in Timor-Leste agree to uphold the values, policies, and procedures of Mary MacKillop Today in Timor-Leste by:</p> <ol style="list-style-type: none"> <li>1. Being honest, reliable, and hardworking</li> <li>2. Respecting the rights and dignity of each person</li> <li>3. Listening attentively to the views of each person</li> </ol>	

March 1, 2024

4. Working as part of a team
5. Acting in the best interests of Mary MacKillop Today in Timor-Leste at all times
6. Maintaining confidentiality

#### **Background and skills**

1. University qualification related to EdTech, including ICT and/or Early Childhood Education.
2. A high level of knowledge of teaching methodology and understanding of Early Childhood Education.
3. At least 5 years of experience in working with teachers and children in pre-primary school settings and knowledge of the national education curriculum, or experience working with teachers by training them through ICT
4. Has knowledge and working experience in managing an EdTech project.
5. Experience in training others, or minimum Cert III in Training and Assessment.
6. Experience in program administration and report-writing.
7. Experience in developing education and training resources for children and teachers.
8. Experience working with children from a range of backgrounds, including children with a disability.
9. Strong interpersonal and networking skills and the ability to work effectively with a wide variety of stakeholders in the community.
10. High level written and oral language skills in both Tetun and English.
11. Time management, scheduling, task allocation and financial management skills.
12. Willingness to travel domestically for extensive periods of the year in often remote and rural locations.
13. Adherence to all MMT policies and procedures including the Child Safeguarding Policy and willingness to undergo a criminal record check or local legal equivalent.

#### **Other Requirements**

1. Flexibility to vary working hours to fulfill requirements of position if needed.
2. Demonstrated proactive, flexible approach and ability to work under pressure and to organize and manage workload to meet deadlines.
3. Demonstrated commitment to the values and principles of Mary MacKillop Today
4. Preferred Candidate must be willing to undergo a criminal record check and/or obtain a declaration from their local community leader verifying they are safe to work with children and vulnerable populations.

#### **Risk Management:**

The EdTech Project Coordinator will:

1. Observe safe work practices in accordance with policy, training, and instructions
2. Identify, report and where appropriate, take action to eliminate or prevent the risk recurring
3. Promote and implement occupational health and safety and risk prevention processes within the workplace

N.B. risks arising in the workplace may be financial, site, task, or person specific or related to safety

#### **Key Communication:**

##### **Internal:**

*Timor-Leste*

Programs Manager

Country Director

Operations & Finance Manager

Learning & Effectiveness Manager

*Australia*

International Programs Group Leader, MMT Sydney

Education Programs Coordinator, MMT Sydney

##### **External:**

*Timor-Leste*

Government authorities in Timor-Leste

Ministry of Education

INFORDEPE

Local communities

Relevant Partners (National NGO or International NGO)

*Sydney*

EdTech Project Consultant

Project Donor

March 1, 2024

DATE POSITION DESCRIPTION AGREED \_\_/\_\_/\_\_

**OCCUPANT:**  
**(PRINT NAME)** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**MANAGER:**  
**(PRINT NAME)** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**REVIEW OF POSITION DESCRIPTION**

This position description should be reviewed annually.