

## **Sanjh Preet Organization**

### **Terms of Reference (ToRs)**

Position Title: Education Program Manager

Program: Public School Reorganization Program (PSRP) – Punjab Education Foundation (PEF)

Location: Lahore, frequent travel to South Punjab.

Reporting to: Director Programs and Chief Executive Officer (CEO)

Supervises: PSRP Program Team (District/Cluster Coordinators, Trainers, M&E Staff, Admin & Finance Support, Head Teachers and Teachers)

### **Position Overview:**

The Education Program Manager will provide strategic, operational, and technical leadership for the effective planning, execution, monitoring, and reporting of the Public School Reorganization Program (PSRP) in collaboration with the Punjab Education Foundation (PEF). The incumbent will ensure that program goals are met in a timely, efficient, and high-quality manner through strong leadership, coordination with stakeholders, capacity building of project staff and school stakeholders, and strategic resource mobilization.

### **Key Responsibilities:**

#### **1. Strategic Leadership and Program Oversight**

- Lead the overall planning, implementation, and performance management of the PSRP in all target districts.
- Translate program objectives into actionable strategies and implementation plans.
- Ensure alignment of program activities with PEF's vision, objectives, and performance indicators.
- Support the CEO in strategic decision-making and in maintaining a high-level relationship with PEF leadership.

#### **2. Team Management and Staff Development**

- Lead and supervise a multidisciplinary team comprising education, monitoring, and field staff.
- Facilitate team-building, staff motivation, and professional development through mentoring and coaching.
- Conduct periodic performance reviews and address capacity gaps through tailored learning opportunities.

### **3. Stakeholder Engagement and Representation**

- Act as the key liaison with the Punjab Education Foundation (PEF), school partners, local governments, and community stakeholders.
- Represent Sanjh Preet Organization in high-level coordination meetings, education clusters, forums, and conferences.
- Foster a culture of collaboration and transparency with all partners and stakeholders.

### **4. Capacity Building and Quality Assurance**

- Design and deliver need-based training programs for teachers, headteachers, school councils, and program staff.
- Ensure capacity-building modules are inclusive, evidence-based, and aligned with national/provincial standards.
- Institute mechanisms for continuous learning and quality assurance, including observation tools and feedback systems.

### **5. Resource Mobilization and Sustainability**

- Identify and engage CSR partners, donors, and private sector allies to secure co-funding and in-kind support.
- Prepare high-quality proposals, concept notes, and pitch presentations for resource mobilization.
- Develop strategies for sustainability and institutionalization of program interventions at the community and school levels.

### **6. Monitoring, Evaluation, Learning (MEL), and Reporting**

- Work closely with the M&E team to track progress against KPIs, ensuring data-driven decision-making.
- Conduct regular field visits to assess implementation fidelity and address field-level challenges.
- Compile, review, and submit accurate and timely narrative and financial reports as per PEF and donor requirements.
- Document case studies, success stories, and learning briefs to capture and disseminate program impact.

### **7. Compliance, Risk Management, and Safeguarding**

- Ensure all program activities are compliant with PEF policies, donor guidelines, and Sanjh Preet's organizational policies.
- Identify and mitigate programmatic and operational risks in collaboration with relevant teams.

- Ensure all staff and stakeholders are sensitized on PSEA, child safeguarding, and anti-harassment policies.

### **Qualifications and Experience:**

- Master's degree in Education, Public Policy, Development Studies, Social Sciences, or a related field.
- Minimum 7–10 years of proven experience in education program management, preferably with public-private models like PEF.
- Demonstrated experience in leading large teams, managing stakeholders, and ensuring donor compliance.
- Prior experience in training design and facilitation, monitoring and evaluation, and community mobilization.

### **Core Competencies:**

- Strong leadership, coordination, and people management skills.
- Excellent verbal and written communication in English and Urdu; knowledge of regional languages is a plus.
- High-level proficiency in MS Office Suite, Google Workspace, and project management tools.
- Analytical thinking with strong problem-solving and conflict resolution skills.
- Results-oriented and committed to social impact, equity, and inclusion.
- Ability to work under pressure, meet deadlines, and manage multiple priorities in a dynamic environment.
- Willingness to travel frequently to field locations across Punjab.

### **Preferred Attributes:**

- Familiarity with Punjab's education landscape and policies.
- Prior experience working with PEF or similar government institutions.
- Understanding of CSR engagement processes and private sector collaboration.
- Certification in Project Management (PMP, PRINCE2) or Education Leadership will be an added advantage.