



Job / Position Description

DESIGNATION	:	KIFAD Community Integrated Early Childhood Development Coordinator
REPORTING TO	:	PROGRAMME MANAGER
DUTY STATION	:	KIFAD Project Offices, Bulabakulu Village, Banda Parish, Mende Sub County, Wakiso District, Uganda.

ORGANIZATIONAL DESCRIPTION:

About KIFAD:

Kiyita Family Alliance for Development (KIFAD) is a registered indigenous / local Non Governmental Organization, established in 2001, registration No- S. 5914 / 5184) which is community based with its Headquarters at Bulabakulu Village, Banda parish, Mende Sub county, Wakiso District, Uganda. KIFAD's sectors of operation include; HIV/AIDS, Health, Economic Empowerment, Child Protection, Education, livelihoods, Food Security and Nutrition programs in Wakiso District.

Key Duties and Responsibilities.

The overall responsibility of the KIFAD Community Integrated Early Childhood Development Coordinator is to provide technical leadership, management and oversight to KIFAD Community Integrated Early Childhood Development Centre situated at KIFAD Project Offices, Bulabakulu Village, Banda Parish, Mende Sub county, Wakiso District.

He/she will ensure quality, equity and safety of all children in ECD service delivery in the project area. Overall, the ECD Coordinator will be responsible for the delivery of project results in the context of time, budget, quality, scope, risk and in accordance with KIFAD's values and behaviors, including gender transformative outcomes and Safeguarding of all Children. Furthermore, he/she will also provide on the spot support to key stakeholders and monitoring the implementation of NIECD policy interventions.

Project Implementation;

- Execute the ECD Project activities according to the project work plan and schedules.

The KIFAD ECD Coordinator will be responsible for overseeing the education curriculum and supervises teaching staff at the ECD centre.

- Monitor the progress of the ECD project and make adjustments as necessary to ensure the successful implementation of the ECD project activities.

Work with teachers to determine and schedule field trips and outside classroom visitors, including all resulting paperwork and payment requests for trip venue if needed.

To serve on the ECD committee, which brings teachers, administrators, parents, KIFAD Board Members and community members to discuss and form recommendations on matters related to education and classroom programming.

- Establish a communication schedule to update stakeholders including appropriate staff in the organization on the progress of the ECD project activities,

Working together with KIFAD Management, support ECD facilitators in curriculum delivery through direct observation and feedback and by critical review of documentation and communication such as lesson plans, daily schedules, planning meetings notes (periodically joining planning meetings) and children's development assessments.

Evaluate classroom environments, room layouts, equipment, materials and supplies to make sure these are all adequate to deliver the curricula and uphold all standards to which KIFAD subscribes.

Implement, document and track all children's assessment and screenings as required by regulatory and accrediting authorities in collaboration with other key stakeholders.

Provide necessary time line information and paperwork to ECD Facilitators in order that they may complete all paperwork (developmental reports, home visits, work sampling and portfolios).

Closely working with ECD Facilitators, read, edit as needed all child development reports to ensure they fully focus on children's unique strengths, needs and interests.

Assist in the review of children with special needs to ensure that their goals are addressed by the classroom lesson plans.

Support ECD Facilitators in identification of children who may benefit from early intervention services, school-age special education and or other needed supports.

Assist and support ECD Team, KIFAD Management and other administrative staff as needed in relation to ECD Management.

Participate in ECD meetings, serve on committees and assist with ECD team Performance appraisal in a collaborative spirit, tackling ECD deficiencies or conflict with a problem-solving approach that considers each participant's perspective.

Assume responsibility for opening and closing the ECD centre, in collaboration with other ECD team members.

Coordinate with other KIFAD Administrative structures the maintenance needs of the classroom, setting priorities so that health and safety concerns for children and ECD facilitators are addressed first.

Closely work with KIFAD management and other key stakeholders to promote ECD vision, mission and goal in the immediate neighborhood, with the wider community and in the field of education locally, regionally and beyond.

Promote KIFAD ECD centre program and philosophy, within the entire community,

Maintain strict professional standards of confidentiality regarding children, their families, staff and any other key stakeholders.

- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the ECD project standards.
- Ensure that the Programme Quality Policy and Procedures are followed.
- Ensure gender equality related action plans are planned, implemented with clear gender transformatory outcomes.

Project Monitoring and Evaluation and Control:

- Monitor ECD project progress and identify appropriate corrective action in situation where the project's performance deviates significantly from the plan.
- Write high quality reports to stakeholders following the key compliance guidelines.
- Follow the communication protocols with stakeholders and the Resource Mobilization team and provide information as outlined in funding agreements.
- Monitor all budgeted project expenditures and cash flow projections and report actual cash flow and variance to senior management on a regular basis.
 - Manage all project funds according to established accounting policies and procedures, ensuring value for money and strong accountability.
- Ensure that all financial records for the project are up to date.
- With support from Finance and Administration Department, prepare financial reports and supporting documentation for stakeholders as outlined in funding agreements. Ensure consistency between narrative and financial reports.
- Ensure that the project deliverables are on time, within budget and at the required level of quality.
- Evaluate the outcomes of the ECD project as established during the planning phase.
- Manage project risks, ensuring they are effectively tracked and reported.

Manage audit process and follow up audit action list. Advocacy, Influencing and Visibility

• Represent KIFAD at district AND other lower local government levels to implement the ECD project activities as stated in the project.

• Support with technical documentation of evidences from the ECD project and write stories of change when required.

- Ensure close technical and operational collaboration and coordination with Government Agencies & any other district and lower local government levels.
- Ensure that the ECD project is fully aligned with the Advocacy Strategy and the SDG influencing plan.

Partnership Management:

- Building and sustaining smooth working relationships with project partners and other key stakeholders.
- Compliance to stakeholders requirements and ensuring quality and timely project outputs and communications.

From time to time, responsibilities in addition to those listed above may be required to KIFAD ECD needs.

Employee: **Date:**

Signature:.....

Supervisor: **Date:**

Signature:.....