



**Job Title:** Education Officer

**Report to:** Program Manager

**Background**

**Job Purpose:** The Education Officer is responsible for the management, coordination and leading the new Educational Programs for School Students, Teachers, Young Professionals and University Students. The overall aim of the program is to educate Jordanian youth and young professionals aged between 15 and 35 on water resources and environmental impact and the need for a cooperative solution-oriented approach for water, energy and food security. The position involves developing a cadre of young leaders and professionals to promote cross border environment and water solutions which would include young adults, university students, young water professionals and young political leaders (21- 29-year-olds). The Education officer will work on implementing of the program a water diplomacy track

**Responsibilities include:**

- Manage two educational programs that targets school students (water trustees), teachers, young professionals
- Achieve operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; resolving problems; implementing change.
- Map of target groups and relevant educational institutions and developing and implementing trainings and lectures program
- Prepare and develop budget and work plans for the programs.
- Contribute to development of peacebuilding material for young professionals ‘water diplomacy focus group discussions and lectures ‘program on national strategies and policies, negotiation and conflict management skills, and transboundary water issues and possible solutions.
- Co-prepare content, manuals and implement training workshops and seminars in Arabic and English; and supervise national and regional educational projects.
- Work with consultants/ experts on curriculum development for the different programs and trainings that builds on existing topics to include national water, energy, and agricultural issues under the umbrella of climate change.
- Select, recruit and conduct teachers’, youth, water diplomacy trainings
- Support teachers and help them to adapt curriculum/ lesson plans

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- Developing selection criteria and leading selection process of potential participants in the educational program
- Updating job knowledge by participating in educational opportunities; reading professional publications; maintaining professional networks; participating in professional organizations.
- Working with regional counterparts on designing and developing a regional program
- Enhancing organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Using platforms to keep track of information and progress
- Assisting with the planning, coordination, and production of national workshops and conferences
- Representing EcoPeace at conferences and presenting in front of audiences, including guest lecture and guided tours.
- Supporting program managers through consultations, information gathering, and community visits and assist in identifying potential risks.
- Ensure project efficiency and effectiveness through regular monitoring, evaluation, follow-on and reporting in compliance with the established regulations, guidelines and procedures, including proper and timely accountability to the donors with a timely reporting.
- Assist coworkers and supervise the subordinates, this includes providing them with the needed tools they need to do their jobs, setting, and meeting targets and goals; marketing and networking.
- Assist in networking and coordinating with relevant partner organizations and developing relationship with relevant Ministries of Environment, Water and Irrigation, Education, Teacher's Groups, other environmental organizations, etc.

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