

HEAD – EDUCATION PROGRAMME NEPAL



JOB DESCRIPTION

DATE APPROVED: JULY 2025

Employer:	Adara Development Nepal
Preferred Location:	50% Humla, 40% Ghyangfedi & 10% Kathmandu
Employment status:	Full time
Reports to:	Executive Director
Direct reports:	Education Project Managers for Humla and Ghyangfedi

OVERALL JOB GOAL

The overall goal of this job is to uplift the quality of Adara's education work and increase the impact of our programs to ensure all children (especially girls in Adara's partner communities in Humla and Ghyangfedi), have access to quality education up to higher secondary and above, so that the community has an educated and employable population, and children are protected from trafficking and abuse.

KEY RESPONSIBILITIES

Lead the Transformation of Remote Education Delivery

- Drive continuous improvement of Adara's Remote Education model by strengthening systems, elevating learning outcomes (with a strong focus on gender equity), and integrating innovative, scalable solutions.
- Champion a culture of excellence and innovation in education service delivery, ensuring child-friendly, inclusive, and best-practice learning environments.
- Provide visionary leadership across all education projects, ensuring strategic alignment with Sustainable Development Goals (SDGs) and national education priorities.
- Lead the development of forward-thinking education strategies, annual plans, and budgets that reflect best practices and foster long-term impact.
- Establish and continuously improve robust child protection systems ensuring that schools and communities are safe, nurturing, and empowering spaces for all children.
- Generate and adopt innovative ways of learning, making the best use of IT and E-learning.
- Foster a culture of experimentation and innovation, piloting new models of learning and scaling successful approaches.
- Work with the RMEL Team to ensure education projects are effective, impactful and achieving the strategic goals. This includes improving current quality of the data Adara collects, tracking progress of projects against indicators, ensuring early identification of areas needing remedial action and developing solutions if data shows we are not reaching intended results.

Upscaling and sharing our work

- Collaborate with the Knowledge Sharing team to elevate Adara's education knowledge stream, transforming internal insights into globally relevant resources.
- Lead the documentation and dissemination of best practices, learnings, and innovations through the creation of high-quality education materials, implementation guides, tools, and case studies.
- Drive thought leadership by publishing impactful content—including articles, books, videos, papers, and journals—on remote education, positioning the organization as a pioneer in the field.
- Foster a culture of learning and reflection, ensuring that knowledge sharing is embedded in project cycles and contributes to continuous improvement and sector-wide influence.

Staff and stakeholder management

- Ensure ground staff are managed well, properly guided, and trained and that there is excellent communication, documentation and reporting in place to allow close monitoring of projects.
- Establish strong and meaningful relationships, coordination and collaboration with central, provincial and local governments, district education coordination unit, school management committees, alumni groups, partner organisations and other key stakeholders in uplifting and improving the education of the populations we work with.
- Promote and facilitate excellent and suitable education planning, policy and legislation through evidence-based advocacy initiatives designed to influence government's development plans and budgets.
- Engage, empower and support key stakeholders in strengthening the education system, promoting transparency, accountability, sustainability and a strong sense of community ownership.
- Promote active community engagement in a manner that reduces over dependency and discourages passive service-seeking mentality.
- Prepare periodic (quarterly, bi-annual and annual) progress reports and donor-specific reports if required.

QUALIFICATIONS AND EXPERIENCE

- Must be Nepali citizen and live in Nepal
- Master's degree in education or relevant subject
- At least 7 years of relevant experience
- Experience working for government or non-government organisations
- Demonstrated experience in significantly improving learning outcomes for disadvantaged and marginalized student populations, including girls, children in remote areas, and those affected by poverty or conflict.

COMPETENCIES

- Strategic, confident, proactive, flexible, friendly, open and honest
- Good understanding of, and experience in education delivery system in Nepal
- Must be able to work independently and have demonstrated ability to use initiative
- Willingness and ability to participate in Adara Development Nepal's long-term vision and work with the rest of the team to realise this vision
- Good computer skills (MS Office, Power Point, email and internet)
- An understanding of development principles and how to apply them
- Ability to work efficiently and meet tight deadlines with excellent time management, organisational and project management skills
- Willingness to work and travel in the Humla district and endure the remoteness for lengthy periods of time
- Excellent people management skills
- Excellent communication and writing skills in Nepali and English
- Strong negotiation and interpersonal skills, including the ability to communicate on all levels within internal and external groups