

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Education Assessment Specialist	1.2 Department/Project: Securing the Continuity of Education in Pakistan 2022 Floods through Bringing Children Back to Schools in Khyber Pakhtunkhwa and Southern Punjab	
1.3 Category/Grade: Professional-1	1.4 Duty Station: Islamabad with frequent travel to target districts under the project in Khyber Pakhtunkhwa, Southern Punjab and Sindh provinces	
1.1 Position: Education Assessment Specialist	1.6 Duration of Contract: Till 31 May 2025	
2.0 Job Responsibilities		
<ul style="list-style-type: none"> i. Design assessment method including sampling strategy for students learning outcomes. ii. Develop age & grade -appropriate and curriculum-aligned assessment tools for Urdu, English, and Mathematics for grades 1 to 5. iii. Pilot-test the tools and methods for validation and to ensure reliability and validity. iv. Conduct training sessions for the field teams on the use of assessment tools, data collection techniques, and ethical considerations. v. Conduct baseline assessments in selected schools in South Punjab and Khyber Pakhtunkhwa. vi. Ensure the quality of data collection process through visits to the field and provide on the job facilitation and technical inputs to the team members during execution of the assessment and entry of data on KOBO. vii. Ensure timely execution of the learning assessment and data entry on KOBO with real times updates on the progress at field through close coordination with field team. viii. Design and update the data base for learning assessment of the students and also develop a dash board on the findings of the data collected. ix. Analyze data collected from baseline assessment and write a baseline report. x. Conduct endline assessments in the same selected schools utilizing the same assessment tools to ensure comparability. xi. Analyze data collected from endline assessment and develop and endline assessment report. xii. Compare baseline and endline data to evaluate learning outcomes and provide comprehensive report highlighting key findings, trends, and recommendations. xiii. Furnish a meticulously compiled, appropriately labelled, and original data set in MS Excel format for quantitative data. xiv. Perform any other official assignment given by supervisor or RSPN management. 		
3.0 Required Qualifications, Experience and Skills		
3.1 Education: <ul style="list-style-type: none"> - Masters' in Education, Social Sciences, Development Studies, or relevant discipline from a recognized university. Note: 4-year Bachelor (Hons) degree after 12-year schooling will be considered equivalent to Masters' degree.		
3.2 Experience: <ul style="list-style-type: none"> - Minimum of five years' relevant experience in designing and conducting educational assessments, particularly in the education sector in Pakistan, with a focus on South Punjab and Khyber Pakhtunkhwa. 		

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- Expertise in data analysis and reporting.
- Strong background in research methodologies for educational assessments.
- Experience in designing assessment tools for primary grades in subjects such as Urdu, English, and Mathematics.
- Experience of working in emergencies and/or vulnerable regions of Pakistan will be preferred

3.3 Skills:

- Proficiency in conducting baseline and endline assessments on student learning outcomes.
- Strong skills in data collection, analysis, and interpretation.
- Excellent report writing skills.
- Strong understanding of local languages (Punjabi, Pashto, Saraiki, Balochi) and contexts.
- Capability to work collaboratively with project teams and stakeholders.
- Good references or previous relevant experience in similar projects.