

Terms of Reference (ToR)

Position: Program Officer

About the organization

Open Learning Exchange (OLE) Nepal is a social benefit organization dedicated to enhancing teaching-learning in schools through the integration of technology and to provide uniform access to quality educational materials across different geographic areas and socio-economic strata.

We are a team of social workers, educators, designers, developers, and individuals dedicated to leveraging technology to improve the quality of education in public schools across Nepal. To learn more about our team, visit: <https://olenepal.org/our-team/>

About the position

The person will be responsible for leading the management of training, implementation, procurement of various projects and of the organization as assigned.

Key Responsibilities

1. Project Leadership & Implementation

- Manage Robotics Projects in coordination with Robotics Technical Coordinator and contribute to the implementation of other organizational projects.
- Coordinate with project, technical, and content teams to ensure effective field-level execution.
- Ensure smooth project operations by identifying and resolving issues proactively.
- Regular field and project schools visit.

2. Monitoring & Support

- Regularly follow up with schools and beneficiaries involved in the projects. Monitor progress, provide timely support, and ensure projects meet quality standards.

3. Stakeholder Engagement

- Build and maintain strong relationships with partner schools, organizations, donors, and government agencies.
- Represent the organization in meetings to share project goals, updates, and future plans.

4. Training & Capacity Building

- Conduct teacher training sessions in coordination with the training team.
- Support the development and review of the organization's digital learning content, incorporating field feedback where relevant.

5. Government & Compliance

- Collaborate with the Senior Manager – Government Affairs to fulfill SWC and regulatory requirements.
- Support project approvals, reporting, social audits, and coordination with local government bodies.

6. Proposal Development & Documentation

- Contribute to writing grant proposals and maintain clear documentation of project activities.
- Prepare donor reports, and write blogs to share the organization's work and impact.



7. Innovation & Learning

- Stay informed about new developments in education technology and learning tools.
- Recommend innovative ideas to improve project impact and efficiency.

8. Procurement Oversight

- Serve on the procurement committee, focusing on technical equipment and materials, especially for the Robotics Project.
- Coordinate with project and technical teams to plan and manage the procurement process.
- Ensure quality and timely delivery by liaising with vendors and internal teams.

Requirements

Education & Experience

- Bachelor's degree in Education, Development Studies, or related field (Master's preferred)
- Minimum 2–3 years of experience in project implementation, training and managing technology based education projects (e.g., STEM, Robotics, digital teaching/learning) desirable

Skills & Competencies

- Strong project management and coordination skills
- Excellent communication and stakeholder engagement abilities
- Ability to conduct field visits and training with confidence and clarity
- Familiarity with project procurement processes and vendor interaction
- Solid understanding of government regulations and compliance requirements in development field of digital literacy/ ICT in Education.
- Strong writing skills for proposals, reports, and documentation
- Ability to work independently and as part of a multidisciplinary team
- Fluency in English and Nepali writing and speaking skills

Other Requirements

- Willingness to travel frequently to project sites and schools
- Passion for education, innovation, and social impact