Team Leader – Syria Education Programme III

Job Description

Team Leader, Syria Education Programme III - Syria

Job Title:	Team Leader, Syria Education Programme III
Reports to:	Country Director
Terms:	*Fixed Term (24 months with possibility of extension), Fully office based*
Location:	*Damascus, Syria (with frequent travel* (up to 30%) *to area offices)*

Note: this role is subject to funding

Requirements: *The person will be based in Damascus with frequent travel* (up to 30%) *to area offices*

About Concern:

Established in 1968, Concern Worldwide is an international, humanitarian, non-governmental organisation dedicated to the elimination of extreme poverty and the reduction of human suffering, primarily in fragile countries.

Our Vision is a world where all people live in peace and prosperity and are treated equally, with dignity and respect. Informed by the priorities of affected communities, we go where the needs are greatest, and work to save lives, protect and develop livelihoods, support recovery and build long-term resilience

To advance our mission and ensure high quality, impactful work, we are guided by our core values and a culture committed to inclusion, compassion, and humanity. Inspired by our founders and our long history of effective programming, these values reflect both who we are and how we address extreme poverty in the world's most fragile contexts.

We are dedicated to fostering a workplace where everyone feels valued and supported to succeed and contribute to our mission.

Background to Syria Education Programme III:

The UK Foreign, Commonwealth and Development Office (FCDO) is developing the Syria Education Programme III (SEP III) which aims to strengthen Syria's education system and improve access to quality, inclusive primary education nationwide. SEP III has two components. The first, which is the subject of this contract, is politically informed technical assistance (TA) to the Ministry of Education (MoE) and Education Directorates to strengthen inclusive, effective and evidence-based policy making. The second is non-formal education (NFE) for returning refugees and internally displaced persons, which is outside the scope of this contract and will be delivered by a separate provider. The TA supplier will be required to work collaboratively with the NFE component.

The TA programme is scheduled to begin on 1 July 2027 and will be implemented over a five-year period, including a six-month inception phase. The exact scope of the technical assistance work will be determined jointly with FCDO and the MoE through a demand-led, co-designed and flexible approach. There will be three delivery pillars to the technical assistance:

1) Services and analysis: types of products include political economy analysis, diagnostics, GEDSI analysis, power and stakeholder mapping, roadmaps, research to inform TA implementation and policy decisions etc
2) Foundational learning thematic TA supporting the design, adaptation, implementation, testing and/or scale-up of evidence based approaches to improve foundational learning outcomes e.g. teacher development; coaching and supervision; safeguarding; learning data generation and use; inclusive education
3) Education systems strengthening TA sustainably improving policy, decision making and planning to strengthen the educational system e.g. through sector planning and prioritisation strategies, policy development, financial management, monitoring and accountability processes.

Programme details are indicative and will be confirmed in FCDO's Tender Notice.

Role Purpose: The Team Leader will provide overall strategic leadership and accountability for the successful mobilisation, management and delivery of SEP III, ensuring high-quality programme implementation, effective consortium coordination and compliance with FCDO contractual requirements. As the programme's senior representative, the Team Leader will oversee programme performance, commercial contract management and risk, while maintaining strong relationships with FCDO, government counterparts and other key stakeholders to ensure effective delivery and value for money. This role is contingent on Concern being successful in its proposal to deliver SEP III, with an expected start date in July 2027.

Responsibilities:

Strategic Leadership and Programme Direction

- Provide strategic leadership and direction for SEP III, ensuring alignment with FCDO objectives, government priorities and the programme's outcomes.
- Ensure delivery is politically informed, adaptive and conflict-sensitive, using political economy analysis, evidence and learning to guide decisions and respond to opportunities and challenges.
- Promote sustainable, government-owned education reforms that strengthen institutional capacity, support inclusive decision-making and avoid creating parallel systems.
- Lead programme mobilisation and inception, including establishment of the Core Team, consortium governance, management systems, operational structures and relationships with government and FCDO.
- Provide oversight of the technical assistance function, working closely with the Education Technical Assistance Lead, who will provide technical leadership and quality assurance.

Government, FCDO and Stakeholder Engagement

- Act as primary point of contact with FCDO, maintaining relationships, transparent communication and strategic engagement.
- Establish and maintain relationships with senior officials within the Ministry of Education, Education Directorates and government institutions, ensuring government ownership of programme priorities and reforms.
- Represent SEP III in education sector forums and build partnerships with government, donors, civil society and other stakeholders.
- Promote coordination and complementarity with education initiatives, including the separately contracted SEP III NFE component.

Technical Assistance Delivery and Oversight

- Provide strategic oversight of the technical assistance function, ensuring delivery is demand-led, technically sound, responsive to government priorities and aligned with programme objectives.

- Oversee TA commissioning and Tasking Order mechanisms, ensuring transparent prioritisation, quality assurance and timely delivery of outputs.
- Ensure technical assistance is co-designed with government counterparts, draws primarily on Syrian expertise and supports institutional capacity building and sustainable reform.
- Support and oversee the Education Technical Assistance Lead in managing the TA function and maintaining quality across the three delivery pillars.

Programme Performance, Learning and Adaptive Management

- Maintain accountability for achieving programme outcomes, contractual deliverables and Key Performance Indicators (KPIs), ensuring timely corrective action.
- Oversee planning, performance monitoring and reporting, ensuring high-quality and timely submission of deliverables to FCDO.
- Promote learning and adaptive management, ensuring evidence, stakeholder feedback and political analysis inform decisions to prioritise, adapt, scale or discontinue interventions.
- Ensure success is assessed through the uptake and utilisation of technical assistance outputs and their contribution to sustainable institutional and policy improvements.

Financial, Contractual and Risk Management

- Maintain accountability for financial performance, contractual compliance, value for money and management of FCDO resources.
- Oversee programme finances, budgets, forecasts, operations and contractual administration.
- Provide strategic oversight of risks, including political, operational, financial, security, safeguarding and reputational risks, ensuring mitigation and escalation.
- Ensure compliance with FCDO requirements, legislation and Concern Worldwide's policies, including safeguarding, fraud prevention, anti-corruption and accountability.

Team Leadership and Consortium Management

- Lead and line manage the Core Team, fostering collaboration, accountability and coordinated delivery across functions.
- Provide leadership and oversight of consortium partners and subcontractors, ensuring coordination, clear responsibilities and high standards of delivery.
- Foster a collaborative and supportive environment that encourages innovation, learning, professional development and continuous improvement.
- All managers are responsible for upholding and promoting Concern's values, demonstrating leadership on workplace equality, diversity and inclusion, and role modelling a positive safeguarding ethos.
- All managers are required to actively participate in any emergency response as and when required.

Role Holder Requirements:

- Advanced degree (Master's or equivalent experience) in education, public administration, international development or related field.
- Minimum of 8-10 years' experience in managing and successfully delivering large-scale, complex programmes preferably involving technical assistance, institutional strengthening or education systems reform in fragile or conflict-affected contexts, with at least 3 years at senior management level.
- Proven experience managing donor-funded commercial or performance-based contracts, including financial forecasting, contractual KPIs, risk and value for money. Direct experience of FCDO commercial contracts is highly desirable.
- Proven track record of providing strategic direction, building and leading high-performing teams, fostering collaboration and achieving consensus among diverse stakeholders.

- Demonstrated ability to establish constructive relationships and work effectively with senior government officials, including strong diplomatic, negotiation and influencing skills.
- Strong understanding of education delivery through different modalities and education systems reform, together with an understanding of Syria's political, institutional and cultural context and the challenges facing its education sector.
- Demonstrated ability to navigate complex political and institutional environments, apply political economy analysis and support politically informed, conflict-sensitive and adaptive programming.
- Experience overseeing technical assistance programmes, including demand-led approaches, government-led prioritisation, technical quality assurance and the effective mobilisation of specialist expertise.
- Proven ability to engage with research, monitoring and evaluation, and adaptive learning processes, using evidence and emerging insights to inform strategic decisions and programme improvements.
- Experience managing complex partnerships, including consortium arrangements, subcontractors and local organisations, with a commitment to strengthening national leadership and institutional capacity.
- Excellent leadership, communication and problem-solving skills.
- Demonstrated commitment to gender equality, disability and social inclusion, safeguarding and accountability.
- Fluency in English required; Arabic language skills strongly preferred.

Competencies:

Candidates are expected to demonstrate abilities in the following priority competency areas:

Focusing on the most marginalised people	Communicating and influencing
Managing risk	Leading change
Making decisions	Driving performance
Leading by example	Removing barriers to delivery
Motivating and developing	

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

Syrians are highly encouraged to apply.

To apply: Please complete your details using the following link **https://forms.gle/h6YBNZscpuiCM25u6** by or before 26 December 2026.

Due to the urgency of this position, applications will be shortlisted on a regular basis, and we may offer posts before the closing date.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a visual impairment or are neurodivergent - please let us know and we will do our best to accommodate you.

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If this role sounds right for you, please apply with your CV and cover letter. We will respond to every applicant. Please be aware we may offer positions before the closing date.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

Important information:

Concern has an organisational **Code of Conduct** supported by three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible here. These have been designed to ensure the highest level of protection for everyone the organization engages through its work.

The policies set out the behaviours and responsibilities that Concern staff, and all its representatives (including consultants, contractors, sub-contractors, suppliers, partners, visitors, ambassadors and Board members) are expected to uphold. They also articulate Concern's commitment to safeguarding and protecting adults and children from harm in all aspects of our work. We will therefore do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

In this context, all staff and representatives of Concern have a responsibility to uphold the highest standards in their work, in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

Your Personal Data:

During this job application, you will provide Concern with your personal data. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.

For additional information please consult our web site or contact the Human Resource Division in our Head Office.

You have certain rights under data protection legislation. For more information on how to exercise those rights please visit www.concern.net/about/privacy