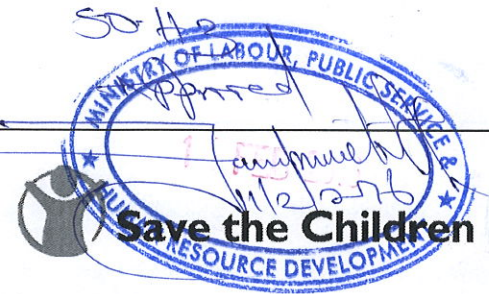


10<sup>th</sup> February 2016



### External/Internal Job Re-advertisement

VA No. SCI-05022016

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit:-

**Job Title:** State Training Coordinator (1 post)  
**Location:** Jonglei  
**Reports to:** Senior Project Officer  
**Contract Period:** 12 Months renewable

#### JOB PURPOSE:

Consortium partners (State Anchors) are responsible for the implementation of the project at the state level and will recruit a State Training Coordinator (STC) to work with the respective S-MoEST. Each State Training Coordinator is employed by a consortium member organization and will be based in the state capital. State Training Coordinator will represent the PSLP to the State Ministry of Education (SMoE) and will report to their respective NGO (State Anchor). At national level, State Anchors will report to the Senior Program Manager of the PSLP for thematic leadership. This position will coordinate the courses across counties and ensure the multi-modal programme is delivered as required

The State Training Coordinator will also ensure all data is collected and submitted as required by the programme's M&E system, and compile progress reports for submission to the state coordination committee and for the national quarterly report which is submitted to the PLSP Reference Group.

#### KEY AREAS OF RESPONSIBILITY:

- Manage a partnership with relevant offices within the S-MoEST and all county education offices.
- Establish and convene the S-MoEST PSLP Coordination Committee to meet on a quarterly basis
- Manage a team of PSLP trainers in conjunction with S-MoEST
- Represent the PSLP on relevant state and non-state education forums
- Monitor (closely) all participants on the basic and accredited courses (strands 3+4) and ensure their progress is fully documented
- Ensure all PSLP MEAL systems are fully in place, functional and all data updated
- Manage the state PSLP budget, monitoring expenditure on a monthly basis
- Manage all reporting required by the project, ensuring all deadlines are met
- Produce and maintain quarterly work-plans
- Demonstrate flexibility and responsiveness throughout
- Ensure full adherence to the achievement of all deliverable targets, while understanding the project operates on a payment by results mechanism
- Provide Quality Assurance and Quality Control on all the work delivered by the training team
- Be in frequent contact with the Senior Program Manager for the consortium, following guidance where required
- Deliver training, coaching, and manage and assess participant assignments
- Facilitate visits from MoEST or Consortium members
- Work-related travel throughout the state, and be willing to travel to Juba when required
- Frequent communication with data monitoring consultant to mitigate data management issues

## **SKILLS AND BEHAVIOURS (our Values in Practice)**

### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

### **Ambition:**

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

### **Creativity:**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

### **Integrity:**

- Honest, encourages openness and transparency

## **QUALIFICATIONS AND EXPERIENCE**

### **Essential:**

- Degree in education or related field
- Minimum 2 years experience of state level education programme management
- Excellent capacity strengthening skills (training, coaching, assessment)
- Strong written and verbal communication skills in English
- Strong Monitoring and Evaluation skills
- Strong community mobilization skills
- Experience working with MoEST in South Sudan
- Ability to effectively use Microsoft Word, and Excel
- Commitment to meeting all deadlines, especially ensuring accurate data is reported through the required means
- Understanding of School Leadership and / or School Inspection and Supervision
- Prior experience reporting to UNICEF (desirable)

### **Code of Conduct**

Because Save the Children's work is based on **Child Safeguarding and Code of Conduct:**

Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:

## **FURTHER INFORMATION & HOW TO APPLY**

Interested candidates should submit applications containing updated CV, Motivation Letter, Reference contacts, and ONLY Copies of Nationality ID, Academic documents & relevant certificates.

*The position must be clearly indicated in your subject-line or envelop.*

**Deadline** for receiving applications is **29<sup>th</sup> February, 2016 by 4:00 PM** via **email at: [jobs.southsudan@savethechildren.org](mailto:jobs.southsudan@savethechildren.org)**  
**Or** hand delivered to the nearest Save the Children Office.

### **Please note that:**

- This position is open to South Sudanese nationals only.
- Female Candidates are encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.