



10th Oct, 2018



VACANCY ANNOUNCEMENT
Vacancy No: ZOA-SSD-006-2018

About ZOA

ZOA is an international NGO, with its head-office based in the Netherlands. ZOA operates in fifteen countries on three continents. It provides relief to people affected by conflict or natural disasters. ZOA seeks to contribute to a new perspective of hope in which people work together for a promising future in dignity and mutual trust. Together with the affected communities it works on the recovery of their livelihoods.

ZOA has been present in South Sudan since 1998 and is active in the sectors of FSL, WASH, and Community cohesion with a mix of early-recovery programming where possible and humanitarian programming where necessary.

Position:	Project Education Officer
Duty Station:	Yei, Yei River State (with travels to ZOA Country Office - Juba).
Reporting to:	Program Manager
Contract Duration:	8 Months with possibility of extension upon availability of funds

Your Challenge

As an Education Officer you are responsible for the implementation of assigned Education project activities at community level.

Core Tasks

S/he will have the responsibility to:

- Manage implementation of specific project activities relating to technical specialty, as assigned by Program Manager or his designate, in accordance with ZOA standards and guidelines. This includes:
 - Technical design and implementation of education activities
 - Preparation of budgets and budget planning for activities.
 - Management of external contractors (especially for classroom rehabilitation), or partner NGOs, including involvement in tender processes and procurement
 - Direct supervision and monitoring of implementation
 - Maintaining good documentation
 - Collect baseline data in a structured, clear way
 - Maintaining good documentation
 - Monitor project quality and impact at activity and at result level
 - Prepare and report upon quarterly, monthly, and weekly plan
 - Contribute to new donor proposals regarding Education
 - Liaising with key community stakeholders in particular the PTAs, as required (in close communication with Program Manager,
 - Facilitate vocational training and skills development of the beneficiaries
 - Facilitate counselling training to PTAs and teachers at the schools

- Collect records on school attendances as one of the key indicators
- ☉ Report on progress of activities in accordance with ZOA reporting and monitoring systems,
- ☉ Provide technical input into ongoing monitoring/evaluation, as required,
- ☉ Provide technical input into the development and implementation of ZOA's education programme plan,
- ☉ Represent ZOA at sectoral, governmental or inter-agency meetings, as required,
- ☉ Any other tasks that may be required, from time to time, to facilitate the overall implementation of ZOA's education programme plan and strategic directives.

Selection Criteria Include

Knowledge

- ☉ University degree/bachelors in relevant field (Education/BBA/Development Studies)
- ☉ Minimum working experience of 3 years in project management, preferably in education with INGOs/UN.
- ☉ Project cycle management (PCM)
- ☉ Project budgeting
- ☉ Experience in tender processes and contract management
- ☉ Good spoken and written command of English
- ☉ Excellent spoken command of Arabic and the Local dialect
- ☉ Computer skills (Ms word, Excel, PowerPoint, outlook)
- ☉ Contribute to writing of any proposals
- ☉ Experience in data collection, analysis and reporting.
- ☉ Experience in vocational training and adult literacy will be helpful

Skills / Attitude

- ☉ Well organised, knows how to prioritize and achieves this with a personal touch
- ☉ Result-oriented in a team approach, initiates but also makes sure that initiatives come to a satisfactory result.
- ☉ Service and participatory attitude
- ☉ Pro-active, instead of reactive and output focused
- ☉ Interpersonal sensitivity
- ☉ Good communicative, open and decisive
- ☉ Commercial skills
- ☉ Sensitive to gender, and promoter of gender mainstreaming in all aspects of the project
- ☉ Sensitivity to children and their protection against all forms of abuse in all aspects of the project
- ☉ Analytical
- ☉ Flexible conduct
- ☉ Staff/ Customer-friendly attitude
- ☉ Accuracy

Information on application: Any qualified and interested South Sudanese National should send their application letter & recent CV with names of at least three professional referees not later than **05:00pm** on **Wednesday 24th October 2018** to recruitment.southsudan@zoa.ngo and copy cd.southsudan@zoa.ngo or Hand delivered to our ZOA Country Office located at Nyakuron West, Plot 85, Block GII, Behind the National Security building in Hai Jebel, Juba.

ZOA IS AN EQUAL OPPORTUNITY ORGANISATION

Submitted applications and copies of certificates shall NOT be returned. ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

