



YEI TEACHER TRAINING COLLEGE
Hai Mission, Old Mission Road,
Yei River State
Republic of South Sudan

Education Coordinator

About YTTC: Yei Teacher Training College is one of the fastest growing teacher training colleges in South Sudan. It has trained primary school teachers in South Sudan since 2001. Working closely with the Ministry of Education and General Instruction (MoGEI) and many Education Partners in the country, the college receives students from all the states of South Sudan and beyond.

Job Purpose

The College is seeking to recruit an **Education Coordinator**, based in Juba, South Sudan. The Education Coordinator will take lead in representing YTTC education activities in Juba. S/he will support YTTC's in country liaison and influencing work and on building collaborative relationships with international and national actors working towards a peaceful South Sudan. S/he will work closely with the Partner Relations Manager.

Management

The Education Coordinator will directly report to the Partner Relations Manager (PRM) but work closely with the senior management team

Key roles and responsibilities

- In consultation with the PRM, coordinate and liaise with government education authorities, NGOs, private sector actors and other international partners including UN agencies on YTTC related interests
- Represent YTTC in the humanitarian Education cluster system through active participation in regularly scheduled meetings; actively participate in PEG and NEC meetings. Communicate news and resulting action points from the humanitarian clusters system to SMT
- Keep abreast of key developments in education, teacher training and security in South Sudan and share with the SMT accordingly
- Help to identify potential fundraising and resource mobilization opportunities and share with the PRM
- Contribute to the expansion of YTTC teacher training and Education programming, including assessments, proposal development and reporting as needed;
- Submit work plans and regular reports on the coordination activities.
- Whenever necessary, provide surge capacity when needed with direct implementation of critical projects
- Perform any other duty as assigned from time to time and relevant to fulfilling the mission of YTTC

Requirements

- A Bachelors degree in education
- Minimum of 3 years work experience
- Excellent communication, presentation and meeting coordination skills, including experience with Skype.
- Demonstrated high proficiency in Microsoft Office applications including Outlook, Word, Excel and PowerPoint
- Excellent interpersonal skills and demonstrated ability to interact professionally and diplomatically with culturally diverse persons.
- Must be a self-starter and possess good judgment, flexibility, and patience.
- Strong organizational skills and attention to detail, with ability to take initiative, work independently, and prioritize work flow and deadlines from multiple team members simultaneously.
- Identification with the Mission, Vision and Values of YITTC
- ONLY South Sudanese Nationals, preferably those based in Juba already.

Closing date for receipt of applications will be on May 10, 2017. Please send your resume, cover letter and all copies of academic documents to hr@yeittc.org, with copy to principal@yeittc.org. Use subject line “**Education Coordinator**”. Female applicants are particularly encouraged to apply for this role. Only short-listed applicants will be contacted.