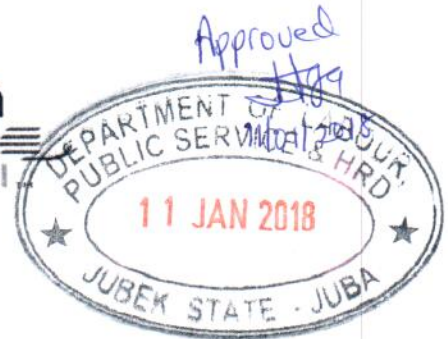




# World Relief

STAND/FOR THE VULNERABLE



## **Vacancy Announcement:**

World Relief is an International Non-Governmental Christian Humanitarian and Development Organization. The Organization has been providing humanitarian assistance to the vulnerable population of South Sudan since 1998.

World Relief South Sudan is looking for a suitable **South Sudanese National** to fill in the below position:

<b>Title:</b>	Education Project Coordinator
<b>Department:</b>	Education
<b>Reports To:</b>	Education Program Manager
<b>Duty Station:</b>	Ibba (Western Equatoria)

## **Job Summary:**

The Education Project Coordinator will work closely with the Education personnel, Committees (PTAs) to plan, organize and coordinate the project activities. He/She will utilize and evaluate available resources of the project materials and assessment criteria to develop, market education in emergencies success stories and pilot educational programs.

## **Duties and Responsibilities:**

- Lead the Education team, ensuring the project objectives are achieved in a timely manner and according to strategy, methodology and plans.
- Ensure effective implementation of project activities according to the work plan approved by donors.
- Work closely with the Education Program Manager in implementing and developing all aspects of education project with focus on clarifying to the community the role and the responsibilities. He/She will focus mainly on the girls' education in basic education, ECD and Out of schools children (ALP) programs.
- Work with the local education and related stakeholders at State, Payam and Community levels to ensure smooth planning, monitoring and follow-up of project activities.
- Provide supervision for the field Education team, offering trainings, and support to individual members.
- Draft work plan and activity plan in collaboration with team members.
- Liaise and maintain excellent working relationships with the Ministry of Education and partners, representing WR at meetings and Education forums, particularly Cluster
- Work in close collaboration with WR finance, admin and logistics teams and coordinate activities with the WR project sectors such as Health, Nutrition and food security and livelihoods.
- Assist the PM in carrying out the performance appraisals of team members.
- Conduct internal weekly, monthly and quarterly meetings and collect accurate and updated information

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- Provide guidance and professional support in the conduction of Basic Education and ECD educational activities in Ibba/Mvolo.
- Guide, support, mentor and supervise the education actors in the conduction of educational, recreational, psychosocial and life-skills activities.
- Mentor and supervise the Education Actors in basic teaching practice and instructional methods as well as in the delivery of Literacy and Numeracy classes.
- Collects and compile monitoring and evaluation data for M&E purposes.
- Assist the Education Project Manager in the preparation of project materials such as trainings, seminars, workshop documents.
- Assist the Project Manager and any other relevant staff in the organization, coordination and implementation of trainings, seminars and workshops.
- Monitor and reports on project activities.
- Perform other duties assigned by the Supervisor.

#### **Education & Experience:**

- Degree or diploma in Education, Humanities, English, or related field of studies, or an acceptable combination of education, training and experience.
- Minimum of five (5) years of related experience, including project financial management experience.
- Previous experience in supporting the Education in Emergencies projects in South Sudan. Knowledge and experience in Education Sector planning is a distinctive asset.
- Extensive experience in quality improvement projects in education, such as teacher training strategies, curriculum reforms, etc.
- Experience working with school-aged children and the general public
- Public speaking skills and experience working in group settings
- Experience working both independently and as an effective member of a team
- Strong communication skills
- Volunteer supervision or experience an asset
- Proficient with various computer applications, include MS Office, MS Word, Excel, PowerPoint etc.

#### **Applications Procedures:**

Applications desiring for this consideration should submit the following:

- Application letter, expressing your motivation for the position you are applying;
- Current CVs, copies of diplomas or certificates, including nationality certificates
- List of three former Supervisors who can serve as job references

Interested candidates should submit the above requirements to the HR & Administration Manager, World Relief email [WRSSrecruitment@wr.org](mailto:WRSSrecruitment@wr.org), or hand delivery to World Relief Office located at Hai Cinema not later than 26<sup>th</sup> January, 2018 at 5:00pm, include job title in the subject line of the email.

**Applications will be reviewed as they are being received and only the shortlisted candidates will be contacted.**



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