

Approved by *Ca You Office*
Kuasok-22/2/2018
Chf HC/D/O



World Vision

**Our Vision for every Child, Life in all its Fullness; Our Prayer for every heart, the will to make it so
Building Brighter Futures for Vulnerable Children**

JOB OPPORTUNITY

World Vision is a Christian Relief, Development and Advocacy Organization dedicated to working with Children, Families and Communities to overcome poverty and injustice. World Vision serves all people, regardless of religion, race, ethnicity or gender. All employment in World Vision is conditioned upon successful completion of all applicable background checks, including criminal record checks where possible.

World Vision South Sudan is now seeking for a qualified and dynamic Individuals (**Man or Woman**) who are willing to share in our vision and promise to Children, to join us in the following role(s):

“Women are encouraged to apply”

Job title: Education Project Manager
Reporting to: Zonal Program Manager
Location: Tonj South
Availability: Contingent upon project award

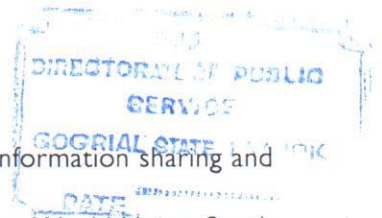
Purpose of the position:

The Project manager - Education and Protection for conflict affected children in Tonj South Project is responsible to the overall management, implementation and program coordination to achieve high quality results in line with acceptable technical standards relevant to the established goals, objectives of the project and World Vision International (WVI). As well as provide technical support to the project staff and supervise the financial management of the grant in relation to project goals and objectives, monthly activity planning, implementation and follow up of expenditures, budgets in accordance with WV regulations

Major Roles and Responsibilities:

- Ensure that beneficiary consultation and assessment of needs is done in order to provide information that assist in project design and implementation.
- Lead the planning and implementation of the project according to the approved proposal.
- Manage the budget planning and expenses according to the approved budget
- Recruit, train and provide technical support to project staff
- Monitor and evaluate the implementation of the project according to approved stated objectives, plans of action, budgets and record progress
- Lead and conduct project launching workshop and baseline and end line assessment and evaluation
- Ensure integration of education and child protection activities to mitigate the impact of conflict on children
- Lead and supervise coordination with related stakeholders to implement the project.





- Liaise and meet with donors and other stakeholders for purposes of networking, information sharing and nurture partnership
- Ensure timely ordering, purchase of needed material through coordination with the World Vision South Sudan procurement team
- Ensure timely submission of quality project progress reports, and other information as required, for the donor
- Work closely with the Finance Department on project budget, financial reports, cash flows, etc.
- Monitor the filing records and correspondence related to the project.

- Represent WVSS at relevant inter-agency coordination and donor meetings.
- Conduct weekly and monthly meeting with project staff and community representatives.
- Participate in resource mobilization for the Response under the education sector.
- In collaboration with Emergency Operations Manager, Area Team Leader and P&C department identify, select, recruit and evaluate assigned project staff
- Provide leadership, mentoring, and coaching to project staff
- Call for staff meeting for the team to share lessons learned, experiences, observations, and obstacles, to review and update the projects plans of actions if needed.
- In consultation with the Human Resources Department Provide opportunities for capacity building to project team to ensure proper technical and personal development.
- Effectively manage the performance of direct reports ensuring performance agreements, regular performance reviews, and annual appraisal are done.
- Ensure compliance with World Vision's policies

1. **Other Duties:**

- Abide by the security procedures and policies and report any breaches.
- Attend and participate in capacity building training locally and internationally if any.
- Establish strong coordination mechanisms with community representatives and other implementing agencies
- Perform other relevant tasks as assigned.

2. **Supervisory Responsibilities:**

- Education project staff

Qualifications: Education/Knowledge/Technical Skills and Experience

- Bachelor's Degree in development related field such as education social work, sociology and other social sciences.
- Experience in project management and budget management.
- Excellent written and spoken English.
- A high level of networking skills is required.
- Ability to travel across the country.
- Strong capacity building and facilitation skills.
- Ability to cope and maintain performance expectations under pressure.
- Ability to work in and contribute to team building environment.



- Has strong knowledge of core principles of children rights, participation, do no harm, as well as children in emergencies minimum standard

PREFERRED:

- Has strong knowledge of core principles of children rights participation do no harm as well as children in emergencies minimum standards.
- Technical background on education and child protection.
- Proven experience in managing staff in an emergency setting

HOW TO APPLY

Interested candidates (**South Sudanese Nationals**) who meet the above criteria should submit their application, cover letter and an updated CV with at least three referees with their telephone and email contacts. Address your application to: **The Human Resource Manager, World Vision South Sudan**

Indicate the position you're applying for in the subject line.

Applications should be submitted through hand delivery at World regional office, Kuajok, World Vision field Office, Tonj South or this email recruitsdno@wvi.org

Closing date for receiving applications is: 9th March, 2018 -5: 00 PM

Please note that only shortlisted candidates shall be contacted and documents once submitted will not be returned to the candidates.

Approved
C/L-K.V.O
22/2/2018



Approved by Labour Office
Khartoum - 22/2/2018
CM +c-piv



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“Women are encouraged to apply”

- Job title:** Education Project Officer (2 positions)
- Reporting to:** Education Project Manager
- Location:** Tonj North -Tonj East
- Availability:** Contingent upon project award

Purpose of the position:

Ensure the Education Projects are implemented according to national guidelines to meet the job

Major Roles and Responsibilities:

- 1- Ensure that the education projects are implemented according to national guidelines, and program objectives; Prepare and manage a work plan to ensure that all projects are well supported ;
- 2- Maintain adequate supply of Education materials. Coordinate with UNICEF and Supply Chain and to ensure that education supplies are procured/delivered in a timely manner; Coordinate with GIK for acquisition of education supplies by identifying and compiling needs, support preparation of distribution plans and preparation of post distribution reports;
- 3- Follow up with education Project Managers and field coordinators to ensure that reporting is accurately updated. Ensure that weekly and monthly updates are promptly submitted to the cluster, communications and M&E; Identify staff capacity gaps and source for appropriate facilitators to train and mentors staff for performance;
- 4- Conduct regular support supervisory visits to projects to ensure quality of education projects and support identification and documentation of quality success stories



Participate in rapid assessments to provide an overview of the situation on the ground in order to estimate the immediate needs of the population within the area of operations and select the most appropriate intervention strategy;

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Whenever necessary, provide surge capacity to field teams with directly implementation of critical projects;

6- Prepare internal and external reports within agreed deadlines using WVSS and donor formats, as required; including the cluster weekly updates and monthly reports

Maintain effective working relationships with GOSS Education department, WV Education team, other NGOs, community-based organisations coordination;

7- Participate in cluster meetings and the development of proposals and concept notes in coordination with the Resource Acquisition Team and Support Offices.

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- Bachelor's Degree in Education or relevant subject.
- Professional technical experience, including 3 years implementing education programs in South Sudan.
- Demonstrated experience in capacity building, project design and budget management
- Strong understanding of South Sudan operational context
- Experience in working with and coordinating with the GOSS and other stakeholders
- Strong interpersonal, intercultural and communication skills
- Excellent analytical and written skills, and good computer skills
- Fluency in English and Arabic, with strong English writing skills.
- Additional qualities: ability to multi-task, ability to handle pressure well, ability to improvise, flexibility, adaptability to transition

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