



Plan International
 South Sudan
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**PLAN INTERNATIONAL SOUTH SUDAN
 JOB ADVERT**

Plan is an International Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world’s poorest countries to make lasting improvements in their lives. Plan’s work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

As an International child-centered community development organization, committed to the wellbeing of children and to supporting the Convention of the Rights of the Child, it does not tolerate child abuse. The institution therefore expects that all its employees and others who work with it have children’s best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies One (2)

Job Title	:	Education Project Assistant
Reports to	:	Education Project Officer
Location	:	Yei

Job Summary

Financial measures or statistics relevant to post such as budget; list of direct and indirect reports

- Financial decisions– N/A
- Reports – Yes
- Responsibility – Yes

Typical Responsibilities - Key End Results of Position:

“What” is done and “why”, but not “how”; include indicators for success

- Monitor the implementation of project activities in the centers, schools and ensure the communities are mobilize to support the implementation
- Work with the county authorities and the local community leaders to ensure recruitment of ALP teachers, including primary teachers where necessary.
- Lead the process of updating the 5ws monthly and quarterly by collecting data and compiling the information

- Lead the process of establishing PTSA and SMC in primary schools and support the project officer in the organization of training.
- Prepare reports on field activities and forward to immediate supervisor or project officer
- Mobilize communities for meetings, workshops and trainings
- Monitor and follow up the projects activities in the field
- Guide and support PTSAs in informing, mobilizing and organizing targeted communities centers and education related meetings and trainings.
- Ensure the distribution of learning and teaching materials to the centers and provide adequate report on the progress
- Draft field visit and progress reports

Key Functions

1. Component of the project : Provision of necessary equipment and materials to supported schools and learners

- He/she Leads the distribution of basic equipment and furniture to 8 schools selected to run the ALP in Yei. Desks and blackboards will be provided to the schools.
- He/she coordinate and support the distribution of teaching materials to teachers
- Coordinate with county education authorities and schools the distribution of learning supplies to learners: textbooks for different subjects will be printed out for ALP learners.
- Monitor and supervise the management of books in supported ALP centers.
- Coordinate and supervise the distribution of learning supplies to all ALP learners (a bag, pens, erasers, rulers, others).
- Regularly monitor the utilization of the books and school supplies distributed
- Write activities reports and submit to project officer for further action

2. Component of the project: Identification, recruitment and support to teachers through incentives and tailored capacity building

- Engage the PTA, community and education officials at Payam and County level in the identification process of teachers.
- He/she work closely with county education officials in the selection and training process.
- He/she leads the process of planning and organizing training
- Monitor and mentor ALP teachers and ensures they are guiding and supporting learning

3. Component: Awareness raising, sensitization and capacity building to increase access to education

- Mobilize and engage community leaders and PTSA on awareness activities
- He/she will engage with the county education office in carrying a Back to Learning campaign before the beginning of the 2020 school year.
- Engage with school administration in identifying important days and work out on how to plan and support the celebration.

4. Strengthening of PTSAs through capacity building

- Work closely with project officer and Manager in establishing PTSA in all the primary schools selected for ALP programming.
- Engage school administration, teachers and PTSA (parents' teachers' students association) in creating link for ALP graduate to transition in formal education by the end of the project.
- Lead the process of working out strategies that contributes towards sustainability of the PTSA.
- The project officer will support the monthly PTSA activities: PTSA members will identify concerns and address recommendations to the projects' teams to act on barriers to education

Dealing with Problems:

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required solving them

- Report on program related problems within the community including suggestions for their solutions.

Communications and Working Relationships:

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact

- Education project officer – Supervision
- Project Manager on report and communication
- Education Manager
- HR – Personnel issues
- Government Official/ Local Authorities
- Other NGOs staff for coordination of services (delivering same message) and avoid duplication.

Knowledge, Skills, Behaviours, and Experience Required to Achieve Role's Objectives:

Gained through education, training, & experience

Technical and Managerial skills

- Flexibility and ability in the local languages
- Ability in supporting and supervising teachers
- Communications skills
- Interpersonal skills
- Devotion, transparency and loyalty to community and Plan.

Qualifications and Experience

- Diploma in education, social science, community development with some courses related to Community engagement or work.
- One to two years working experience in the same field

All applications marked on the right hand corner of the envelope "Application for the Position of "Education Project Assistant" should be addressed to:

The HR &OD Business Partner

Plan International South Sudan C/o Yei Field Office

The closing date for receipt of applications is before close of business on June 7th, 2019.

*Interested persons can collect the **Plan Application Form** from the field office at the above address.*

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are encouraged to apply.

Note: Only short listed applicants will be contacted and applications once submitted is not returnable.