VACANCY ANNOUNCEMENT. **Education Project Officer.**

**JACRA** Is a National NGO, non-profit and a non-partisan organization registered under the non-governmental organization act 2016 of the Republic of South Sudan by the Relief and Rehabilitation Commission (RRC)

**Jacra**! Is a Humanitarian and Development Organization focused on vulnerable population and fragile families / communities affected by the conflict and disasters, Jacra begun in 02, Feb, 2016, the organization operate in different selected states in South Sudan, our focus is on the poor, rural area, hard to reach remote area in south Sudan, with many refugees fleeing to living in many different camp in South Sudan, and where they have become internally displaced persons (IDP) faced with harsh life in the IDP’S camp, there for all this conditions described above have compelled us to come up in to operation and help our people in any possible way that we can in South Sudan.

 Our aim is to help the needy regardless of race, religion or gender and our interventions are in the following sectors:

**1. Child protection and gender based violence (cp &GBV) 2. Education.**

**3. Health & Nutrition. 4. Emergencies relief assistance.**

**5. Food security and livelihood (FSL) 6.peace building and good governance.**

Jacra invites applications from suitably qualified South Sudanese citizens to fill the positions of **Education Project Officer.**

MAIN RESPONSIBILITIES:
- Ensure that the education projects are implemented according to national guidelines, and program objectives; Pre pare and manage a work plan to ensure that the project is well supported ,
- Maintain adequate supply of Education materials. Coordinate and to ensure that education supplies are procured/delivered in a timely manner;

- 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;
- 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;
- 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 Education department, other NGOs, community-based organizations coordination;
- Participate in cluster meetings and the development of proposals and concept notes in coordination with the Resource Acquisition Team and Support Offices.

KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE REQUIRED
\* Bachelor’s Degree in Education or relevant subject.
\* Professional technical experience, including 3 years implementing education in emergency 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 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.
N.B: This position is open to South Sudanese Nationals Only.

**Application modalities:**

Qualified and interested candidates should submit a covering letter, CV, references, and copies of academic and professional certificates.

Applications should be addressed to the human resource and emailed to **jacra2017recruit@gmail.com or call +211920002244,** not later than 31 Jan 2017

Only shortlisted candidates will be contacted.

Jacra is an equal opportunity employer.

Female candidates are encouraged to apply.