



UNIDOR - SOUTH SUDAN

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Job Advertisement

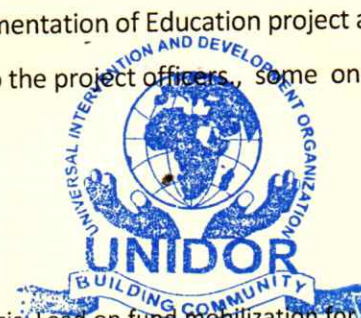
07th May 2024

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|---------------------|--------------------------|
| POSITION | Education Manager |
| JOB LOCATION | Juba |
| REPORT TO | Head of Programme |

Organizational Background

Universal Intervention and Development Organization (UNIDOR) is a South Sudanese national and Faith based Organization founded in 2004 and is legally registered by Relief and Rehabilitation commission (RRC) under registration number 181. UNIDOR is a member of South Sudan NGOs forum, active member of different working clusters across the Country. UNIDOR implement multisectoral Programmes include , FSL, WASH, Education, General protection including GBV and Child Protection, Peace-Building and Conflict Resolution. UNIDOR continues to provide lifesaving humanitarian assistance to the vulnerable people of South Sudan with the aim of rebuilding lives and restore peace.

We are seeking a results-driven Education Manager to oversee the implementation of Education project activities across the project catchment counties and to provide technical support to the project officers, some one with excellence donors relations and policy



Roles and Responsibilities

- Spearhead the overall running of Education department on day-to-day basis: Lead on fund mobilization for the department.
- Facilitate and support the Project Officers in coaching and training of Teachers and PTAs. Attend and actively participate on bi-weekly cluster coordination meetings at the national level and share meeting minutes or action points with Head of Programs and M&E.
- Develop concept notes and proposals for timely submission to the donor. Write and submit weekly, monthly, quarterly and annual education project reports to the donors within the deadline.
- Write and submit internal monthly and annual reports to Head of Programs on time. Ensure to write an annual appraisal of subordinate staffs, sign and submit the hard copies to HR for filling.

- Assess and identify the need for staff capacity building and make proposal for their specific trainings. Develop a technical advertisement (s) for the recruitment of new education project staff and share it with HR department who will take it to RRC for endorsement.
- Attend monthly UNIDOR management meeting and share update on education department's achievements, challenges and the way forwards. Prepare procurement requests and submit them to logistics department for subsequent process.
- Prepare project advance requests and submit them to Director of Operation for payment plan after the approval by DoP or ED. Actively participate on morning devotion as required by UNIDOR policy.
- Must be flexible to take up any other assignments given by his supervisor. Handle grievances between the subordinate staff and keep the SMT informed.
- Refer any staff issue (s) beyond your jurisdiction to SMT for solution finding. Submit the name (s) of newly recruited staff to HR department for contract preparation and issuing.
- Participate in the panel of recruiting a new education project staff.
- Ensure to respond to both written and verbal (phone calls) communications from the donors, partners and UNIDOR staff effectively.
- Observed and respect safeguarding e.g. Protection of Sexual exploitation and abuses (PSEA)
- Avoid rough communication even if you are under pressure. Submit either self or subordinate is flight-booking request to logistics department for action and copy Director of Operation, DoP and ED for follow up.
- Keep SMT informed on any burning issue (s) that requires immediate action. Support ICT department with activity photos to update UNIDOR media groups.
- Must be security sensitive. Should report any security related issue to UNIDOR Safety and Security Officer.
- Should share with Safety and Security Officer any security related issue reported by education staff in the field.

Qualifications/Experience

- Minimum a Bachelor Degree in Education. Master Degree in education or relevant field of this job would be of a great advantage
- 2 years working experience with NGOs or big company. 3-5 years' work experience/management skills in NGOs would be an ideal.
- Fluency in both written and spoken English. Knowledge of South Sudanese local languages would be of significant advantage.
- Good computer skills with good knowledge of MS Offices and PowerPoint
- Must be a South Sudanese national
- Female candidate will be given first prevalence

Conflict of interest

Any candidate affiliated to, or openly supporting any political party opposed to the UNIDOR's core values, or whose previous position could engender safety issues for co-workers at UNIDOR, will be excluded from this selection process. The employee will be accountable for the responsibilities and the competencies, in accordance with the UNIDOR Human Resource guidelines.

Qualified candidates should submit their cover letters and updated CV with copies of academic documents to UNIDOR South Sudan head Office located at Kololo-America Embassy Road, Juba Nabari after Catholic university. through email E-mail to recruitment@unidorss.org not later than Monday **27th May 2024**

