



Munuki SDA Compound
P.O Box 247
Juba, South Sudan

Job Title: **Education Officer (3)**
Qualifications: Bachelor degree in education or relevant social sciences
Experience: At least 3 years of experience working for an international organization in a related field.
Project: Education
Job Location: Warrap, Abyei & Western Bhar El Ghazel (Wau)
Direct Supervisor: Project Manager.



Organization Description

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas, namely: Livelihoods and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programmes in six thematic programme areas of Education; Primary Health Care; Emergency Response and integrated programming including livelihoods and agriculture; HIV/AIDS; WASH; economic empowerment and gender. Therefore, ADRA South Sudan is looking for a competent south Sudanese National to fill the post

Job Summary:

This position is responsible to carry out the followings;

- Facilitate direct implementation of all the components of the project (infrastructure construction and rehabilitation, capacity building of teachers and education officials and distribution of education supplies.
- Timely implementation of the project in line with the LFA, budget, work plan and project document ensuring value for money.
- Timely reporting of project progress.
- Regular monitoring of project activities
- Ensure school infrastructure is rehabilitated/Temporary Learning Spaces (TLS) are constructed.
- Distribute essential teaching learning and recreational supplies for emergency affected children.
- Ensure gender-segregated WASH facilities for in emergency affected schools are rehabilitated and constructed.
- Conduct teacher training to improve quality of learning and learning outcomes in the schools.
- Provide timely, clear, and consistent, project-related communication to all members of the project team.
- Provide consistent, accurate and reliable weekly, monthly, quarterly, bi-annual and annual reports where necessary.
- To undertake any other relevant duties as may be assigned from time to time by supervisor.

Common Accountabilities

- Work closely with the teams across all the projects of ADRA South Sudan.
- Supports colleagues in delivering the organization's objectives, including assisting in events and initiatives that fall outside the direct responsibilities of this post.
- On behalf of the Project Manager, represent ADRA South Sudan on internal and external networking and coordination meetings.
- Adhere to organization policies and procedures including PSEA and humanitarian principles.
- Perform any other reasonable duties and tasks as requested by the or Project Manager

Qualifications and Experiences - Essential

- Bachelor's Degree in Education.
- Extensive Experience in education, life skills and peace building, especially working for girls' education project.
- Strong written and verbal communication skills in English with demonstrable skills in building others
- Advanced computer skills, particularly MS Office
- Verifiable Capacity Building and report writing skills
- Well-organized and resourceful in planning, problem-solving and implementation
- A team player, flexible, quick-thinker and able to work well under pressure and with minimal supervision
- Extensive knowledge of the context of Education trends in South Sudan
- Commitment to the ADRA's vision, mission, values and principles.



How to apply:

Kindly send us your cover letter and an updated CV in English addressed to HR unit-ADRA South Sudan P.O Box 247 Juba C/O SDA Compound in Munuki. Take note that only shortlisted candidates will be contacted. Send your Soft copy applications (no longer than four pages) to jobs@adrasouthsudan.org by 11th October, 2021.

NOTE! Due to the urgent need for this position to be occupied, we shall be reviewing applications coming in from time to time, and interviews will be conducted once we have received suitable candidates before the deadline of the advert.

Zero tolerance of child abuse:

ADRA believes that any form of child abuse is unacceptable and will not be tolerated. ADRA will act on safeguarding and child protection concerns it receives relating to its Representatives or programs and activities, ensuring that our actions are timely, appropriate, and centered on the best interest of the child or young person, taking into account their age, gender and other specific safeguarding needs and vulnerabilities.

