



FOOD FOR THE HUNGRY

50.H.3
Approved by
Labour Inspector

Job Title : School Officer
Location : Nasir Country, Upper Nile State
Reports to : Team Leader
Project : Girls' Education South Sudan (GESS)
Start date : As soon as possible
Application deadline: 27th June, 2022



VALUES, VISION AND PURPOSE

In 2001, Food for Hungry began working in South Sudan. At Food for the Hungry, we operate under a set of guiding principles we call "The Heartbeat." This includes our Values, Vision, and Purpose, which serve as the explanation of who we are and how we work as an organization. Together we follow God's call responding to human suffering and graduating communities from extreme poverty.

BACKGROUND

Under the supervision of the **Team Leader** and in collaboration with Deputy Team Leader, the School Officer is responsible for the training of county education staff, Payams education supervisors, school governing bodies and head teachers in 10 schools in Nasir county. He/she will support the monitoring and improve the attendance of learners in the school and ensure the quality development of school development plans for the all the schools under his/her responsibilities.

KEY RESPONSIBILITIES:

- To roll out training to the County Education Staff (CED); Payams Education Supervisors (PES); School governing bodies (SMC/BoG) in up to 10 schools per month / per year and head teachers and teachers (School-based TPD) in up to 4 schools per month/per year;
- To provide support to schools to effectively monitor and improve attendance of learners in schools;
- Assuring the quality of School Development Plans and School Budgets of all schools in the area of responsibility;
- To support all schools in the county, qualify for Capitation Grants and account for them;
- Provide school governing bodies with verbal and written feedback on the quality of their School Development Plans and School Budgets and accountability documents;
- Prepare and ensure Payams Education Supervisors take an active role in assuring quality of the School Development Plans and School Budgets and accountability documents;
- Provide Payams Education Supervisors with verbal and written feedback on the quality of preparation for lesson observation, lesson observation skills, lesson observation reports;
- To monitor progress and provide troubleshooting support to schools during the school development process;
- Mainstreaming gender sensitive approaches in all undertaken work



FOOD FOR THE HUNGRY

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KEY QUALIFICATIONS, EXPERIENCE AND PERSONAL COMPETENCIES

- Must have a Diploma in Education and relevant training in the related field of education, with considerable experience in teaching or training will be considered
- A minimum of 3 years' work experiences in the field of Education. Proven experience of working as a teacher or trainer
- Vibrant personal relationship with Jesus Christ, a Christian commitment to serving the poor and in full agreement with FH's Christian beliefs expressed in The Heartbeat
- Ability to work effectively in a team and contribute positively to the development of that team.
- Fluency in English and simple Arabic/or a local language of the locality;
- Gender mainstreaming skills (additional training will be provided);
- Excellent communication skills;
- Excellent training skills;
- Strong writing and reporting skills;
- Creativity and ability to develop teaching and learning materials from locally available materials;
- Excellent planning skills and ability to set priorities;
- Strong organizational skills (planning and budgeting of training events. Additional training will be provided to the participants);
- Strong networking and coordination skills

**Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice*

Safeguarding Policy. FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented and it holds a zero-tolerance policy against sexual exploitation and abuse and harassment. Food for the Hungry expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that Food for the Hungry work is carried out in honest and fair methods, in alignment with the Food for the Hungry Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

HOW TO APPLY

Interested and qualified applicants are invited to submit their applications, CV and copy of National ID card to fhss_recruitment@fh.org or hard copy delivery at **Food for the Hungry South Sudan Office Juba Office** located at **CIC Africa Insurance Building along Airport Road and County Education office-Nasir Upper Nile state** – during the working hours to the attention of Human Resources & Administration Manager before **27th June 2022**.

This position is only for South Sudanese Nationals and priorities will be given to resident of Upper Nile State. female Candidates are strongly encouraged to apply. Only short listed candidates will be notified and the application documents received are not-returnable.

