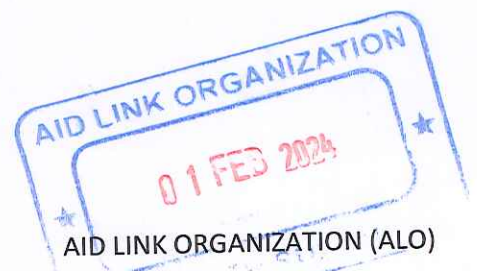


50-H-3
 Approved by
 Inspector of Labour
 01/02/2024



Position:	Education Coordinator
Location:	Juba County, Central Equatorial State
Duration:	1 year with possibility of extension depending on performance and funding
Report:	Head of Programs
About Aid Link Organization (ALO):	<p>Aid Link Organization (ALO) is a women-led, non-profit, non-governmental, non-political, and non-sectarian National NGO. It was incorporated in 2013 and is legally registered with the Relief and Rehabilitation Commission (RRC) at the national level under the NGO Act of 2016, operating under the Ministry of Humanitarian Affairs in the Republic of South Sudan, with Certificate Reg. No.: 1691.</p> <p>Vision: Functioning to advance and sustain values, ALO aims to create an enabling environment and processes in which every woman and girl can exercise her human rights and live up to her full potential.</p> <p>Mission: ALO is dedicated to advancing social, political, and economic equality for women and girls, setting global standards for achieving gender equality in South Sudan.</p>
Position Summary:	<p>The Education Coordinator will play a crucial role in realizing ALO's vision and mission by actively contributing to education programs and ensuring the effective coordination of activities to benefit the community in Juba with frequent field visits to Akobo West. He/She will be under supervision of the Head of Programs</p>

TOR Education Coordinator





Terms of Reference (TOR) - Education Coordinator

Position Overview:

The Education Coordinator at Aid Link Organization (ALO) plays a pivotal role in coordinating and implementing education programs in Akobo West. Reporting directly to the Head of Programs, the Coordinator will be responsible for developing and updating a comprehensive response plan, ensuring effective collaboration with other clusters, contributing to contingency planning, and representing the education cluster in key inter-agency assessments.

Key Responsibilities:

Program Management:

- Develop and regularly update organization Education response plan based on needs assessments and gap analysis.
- Establish effective links with other clusters at the National and State level, particularly child protection and WASH, addressing cross-cutting issues, with a focus on gender equality and adolescent youth.
- Contribute to contingency planning as required.
- Provide monthly updates on needs and ongoing/planned interventions in the County and state, sharing with all Cluster members.

Representation and Advocacy:

- 5. Represent the education cluster in Inter-Agency Rapid Needs Assessments (IRNAs) in the country.
- Support advocacy campaigns, especially cross-sectoral advocacy on issues like humanitarian space, access, needs-based assistance, impartiality, and neutrality.
- Contribute state-specific information and data to the development of funding proposals at the national level when requested.

Support and Coordination:

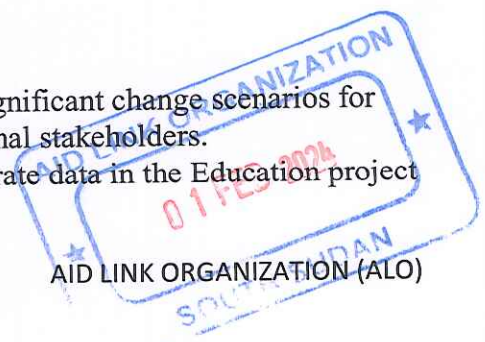
- Actively collect information and conduct verifications on the occupation and vacation of schools by IDPs and armed forces/groups.
- Support the State Ministry of Education, Science, and Technology (SMoEST) in advocating, coordinating, and reporting on educational issues.

Documentation:

- Document key project processes, lessons learned, and significant change scenarios for institutional learning and sharing with internal and external stakeholders.
- Ensure the collection and completion of up-to-date accurate data in the Education project for continuous tracking of program results and impact.

TOR Education Coordinator

AID LINK ORGANIZATION (ALO)





Child Safeguarding:

- Ensure staff provide program beneficiaries with ongoing age-appropriate information about expected staff behavior, in line with the Child Safeguarding Policy and Code of Conduct.
- Ensure children and their communities are aware of expected conduct and how to raise concerns.

Other Duties:

- 14. Perform any other duties as assigned by the line manager.

Experience and Skills:

- Minimum of 3 years related work experience in an environment dealing with Education, Child development, Child rights, and child participation.
- Demonstrated experience in integrated programming and project management.
- Computer literate, particularly in Word, PowerPoint, and Excel.
- Fluency in written and spoken English and other vernacular language spoken in Akobo West.

Qualifications:

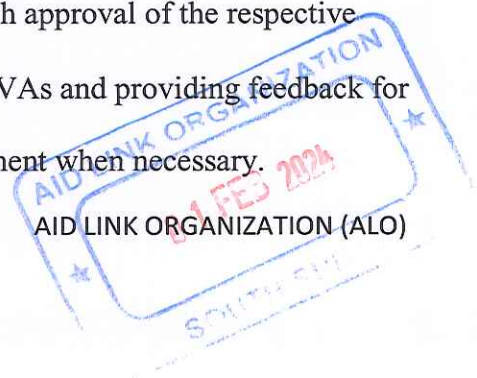
- University Degree in the field of Education, Program/Project Management, or equivalent.

Key Areas of Accountability:

Program Management:

- Coordinate partnerships and take leadership in the presentation of ALO self-implemented activities and South Sudan Joint Response (SSJR) in collaboration with Save the Children International Education funded program.
- Provide technical support and guidance to staff and partners to strengthen their planning, implementation, monitoring evaluation, and reporting systems on all Education program activities.
- Oversee and guide the implementation of program activities.
- Support program management through consultation with other staff on annual plans & budgets, generating program DIPs, Procurement plans, budget planning, monthly forecasting.
- Facilitate joint planning meetings & visits with Child protection coordinators, project staff, and MEAL team to ensure integration of program activities and efforts.
- Ensure financial compliance of activities in Education with approval of the respective line Managers.
- Participate in budget monitoring by reviewing monthly BVAs and providing feedback for reclassification, recording, and other amendments.
- Participate in the development of proposals in the department when necessary.

TOR Education Coordinator



- Liaise with other Coordinators and project officers from other sectors in the field to achieve maximum integration of projects.
- Lead in submitting timely program supplies requests for procurement to be initiated, and supplies are delivered on time.
- Ensure education staff have required capacity and support them through coaching and monitoring to build their capacity.
- Ensure compliance with donor requirements as well as ALO HR, Finance, and procurement procedures and other ALO policies.

Coordination, Representation, and Advocacy Support:

- Establish, nurture, and maintain strong and positive relationships with the State Ministry of General Education and Instructions (MoGEI), relevant Departments, implementing partners, and Education Cluster stakeholders within the state for information sharing, exchange of knowledge, and coordination of Education programming in the State.
- Represent ALO in the State Education Cluster meetings and other related inter-agency Education coordination forums.
- Participate in inter-agency multi-sectoral needs assessments in the state in response to humanitarian/emergency situations and other programming-related assessments.
- Facilitate advocacy processes on Education-related issues within the state, including safe Back to School Campaigns, Teacher Professional Development advocacy needs, and other issues emanating from the program.
- Identify opportunities for cooperation with Government departments and other development agencies in the state and participate in state network management related to program activities.
- Attend, participate, and contribute to relevant State and National forums as assigned by the line manager.

Behavioral Competencies:

- Accountability
- Ambition
- Collaboration
- Creativity
- Integrity



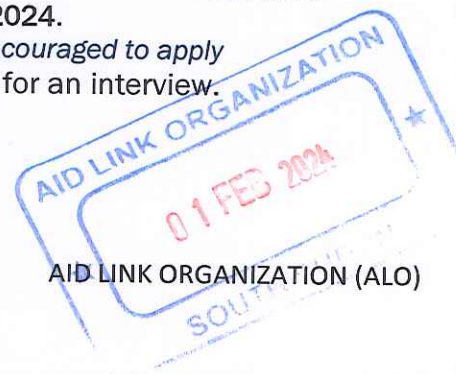
Application process: *The recruitment process will be on a rolling basis*

If you are interested in this job, please email your cover letter, CV and academic certificates in English to info.aidlinkssd.hr@gmail.com and mention the Job Title in the subject line.

Applications close on **14th February 2024.**

Female and persons with disabilities are highly encouraged to apply

Only short-listed candidates will be contacted for an interview.



TOR Education Coordinator

AID LINK ORGANIZATION (ALO)

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Applications close on **20th February 2024**.

Female and persons with disabilities are highly encouraged to apply

Only short-listed candidates will be contacted for an interview

