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Approved by Senior Inspector,
MOL/PSST
Route
05/06/2023

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

JOB ADVERT

Job Title: Project Manager

Qualifications: Bachelor's degree in education or the subject discipline. Master's degree in teacher education or teacher training will be an added advantage

Experience: At least 4 years of work experience working with INGOs and extensive teaching experience.

Job Location: Juba (with frequent travel to the field)

Supervisor: Education Coordinator

Closing date: 23rd June, 2023 at 5:00pm South Sudan time

Introduction: The Adventist Development and Relief Agency (ADRA) is a global humanitarian organization of the Seventh Day Adventist Church whose Purpose is "To serve humanity so all may live as God intended". ADRA South Sudan has been actively serving the communities of South Sudan for over 35 years. ADRA South Sudan's thematic areas are health, education, food security and livelihood and emergency response.

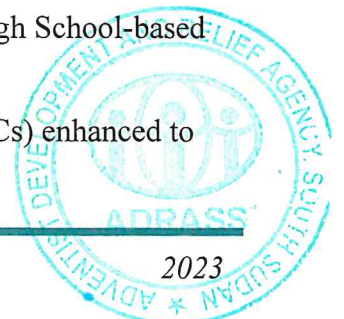
ADRA's Motto: Justice. Compassion. Love

ADRA's Values: Courageous. Compassionate. Connected

JOB SUMMARY:

ADRA South Sudan through UNICEF is implementing an education project focusing on continuous professional development (CPD) of untrained teachers with funding from GPE, AfDB and EU. The capacity building of unqualified or volunteers primary school teachers through in-service Continuous Professional Development (CPD) in 17 counties of Eastern Equatoria, Warrap including Abyei and Eastern Upper Nile states will aim to achieve the following outputs;

- Quality in-service teacher training delivered to unqualified teachers within well-developed CEC based pathway.
- Quality training offered to volunteer teachers in the Hard-to-Reach areas through School-based mentoring and Centre based training
- Parent Teacher Associations (PTAs) or School Management Committees (SMCs) enhanced to participate in monitoring and supervision



DUTIES & RESPONSIBILITIES:

The post is aimed at: Enabling timely, effective and sustainable implementation of all project outputs and overseeing programme financial management.

Technical project Management

- Observing lessons and identifying teachers' strengths and weaknesses.
- Providing feedback, advice, and individual training sessions for teachers.
- Organizing workshops, training sessions, and events where guest speakers inspire teachers.
- Collaborating with teachers and other staff to develop improved curricula, lesson plans, assessments, and classroom management techniques.
- Setting weekly, monthly, quarterly and yearly goals for teachers as well as students, and providing advice and guidance to ensure these goals are met.
- Returning to classrooms to reassess progress once teachers have completed their training.
- Supervising Education officers, CECs tutors, qualified teacher to conduct training activities, taking notes, and writing up reports to share with school administrators and relevant stakeholders.
- Developing new strategies and plans for an improved learning experience for teachers in both CECs and school-based training centers.
- Keeping abreast of developments in teaching as well as relevant subject areas in continuous professional development of teachers in South Sudan.

Building teacher networks and encouraging teachers to share their resources and knowledge both during face-to-face interface and school-based mentoring

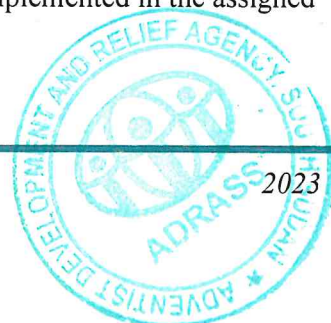
Staff Recruitment, Development and Management

- Manage recruitment of Education officer
- Manage performance of Education officer
- Safeguard, manage well-being and safety of staff.
- Provide on the job training and support to Staff
- Manage the project staff availability and participation in training teachers
- Keep track of arising training needs

Gender mainstreaming and inclusion

- Provide on the job training and support to project staff on mainstreaming inclusive practices and gender in the activities including selection of female teachers for the CECs and school-based training
- Maintain a record of inclusive practices and innovative approaches implemented in the assigned states.

Financial and Asset Management



- Oversee management of CPD Budget ensuring request are submitted timely.
- Oversee management of project assets and materials.
- Provide support to the Finance team to ensure delivery within the agreed and approved budget.
- In cooperation with the Education officers, other supporting project managers, accountants and develop budget forecast for activity delivery.
- Ensure Value for Money of all implemented/overseen activities.
- Ensure Quality monthly financial reports and invoices.
- Assure monthly financial reports are submitted to UNICEF on time (monthly & quarterly).

Safeguarding and security

- Develop and put in place procedures for safe implementation of activities, especially:
 - For general health, safety and duty of care
 - Plan and implement regular health and safety briefings and communication amongst staff
 - Establish partnerships with UN Agencies and other partners to receive and distribute health and safety information and messages.
 - For safe use of equipment, inclusive of vehicles and motorbikes
 - Plan for maintenance of equipment
 - Plan for safety gear, especially appropriate motorbike safety gear
 - Plan for appropriate training
 - For safe implementation of activities
 - Monitor security developments
 - Maintain risk register
 - Train staff of using risk register for management of risks
 - For appropriate and safe relations between team members
 - For appropriate and safe relations between team members and the community
 - With particular attention to the safe and appropriate relations with teachers, learners and other vulnerable community members



Reporting

- Compile narrative reports monthly, quarterly and annual reports to UNICEF in line with provided formats.
- Manage monthly risk register
- Ensure timely submission of monthly sitreps and quarterly reports
 - Safeguarding



- Technical narrative
- Financial reports
- Risk Monitoring report
- Security and operational updates

JOB REQUIREMENTS

- Extensive experience teaching experience in the subject area or a related discipline.
- Good coordination and partnership management between government and other development organizations abilities.
- Strong planning and organizational skills.
- Excellent analytical and problem-solving abilities.
- Patience and resilience.
- A high degree of diplomacy.
- Great conflict resolution skills.

PERFORMANCE INDICATORS:

1. Meet at least 75% of project work plan indicators.
2. Complete at least 75% of planned field activities.
3. Ensure timely submission of all sites reports.
4. Time management



INSTRUCTIONS FOR APPLICATIONS:

All application should be emailed to jobs@adrasouthsudan.org . Qualified female South Sudanese nationals are highly encouraged to apply. Due to the urgency for the position, we will be reviewing the applications as they come in.

Note:

1. A CV of 4 pages or less coupled with a one-page cover letter is will be required. Telephone contact details will be required.
2. Relevant **copies (NOT ORIGINALS)** of certificates and testimonials
3. Only Shortlisted candidates will be invited for interviews.
4. 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.

SAFEGUARDING:

ADRA South Sudan has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility, and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

