



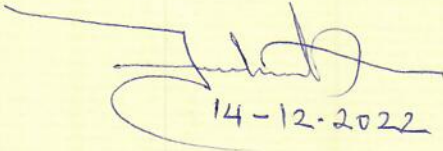
# SUPPORT FOR PEACE & EDUCATION DEVELOPMENT PROGRAMME

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14-12-2022



Date: 14<sup>th</sup> Dec. 2022

**JOB ADVERTISEMENT - Internal/External.**

## Organizational Background

Founded in 2007, Support for Peace & Education Development Programme (SPEDP) is a South Sudan based Organization legally registered in the country and in Uganda as a Regional Non-Governmental Organization. SPEDP dedicated to the reduction of the suffering of communities by working towards the ultimate elimination of hunger and extreme poverty. In South Sudan, SPEDP covers 8 of the 10 States with focus on Food Security and Livelihoods, Education, Health and Nutrition, WASH and NFIs, Protection (GBV and Child Protection) and Environmental Conservation.

SPEDP is seeking to recruit a qualified and dedicated South Sudanese to fill the position of Education Programme Officer. The incumbent will be based in Juba with frequent visits to the field

Job Title:	Education Programme Officer
Vacancy position	1 (one)
Country Program:	South Sudan
Duty Station:	Juba
Position Reports to:	Program Director
Desired Start Date:	ASAP
Duration :	12 Months (extendable)
Closing Date for Applications:	09/Jan/2023 at 4:00pm Central Africa Time

## Job Purpose

The Education Programme Officer will lead the Education Department. He/She will be responsible for overall planning, resource mobilization, designing, management, coordination, implementation, monitoring, reporting and maintenance of good working relationships in the department. He/She will be required to network with relevant Government Ministries, donors and key stakeholders/actors in the education sector. He/She will be Senior Member of the organization

## Duties and Responsibilities

in managing the above tasks, the Education Programme Officer will;

### Planning:

- Draw annual plans under the education unit



- Realistically operationalize work plans in accordance with overall Strategic Plan
- Actively contribute in decision making & incorporates outcomes of decision-making into work plans.
- Carry out update schedules and plans
- Takes into account beneficiary feedback and incorporates them into project activities
- Priority setting in accordance with lessons learnt; identified risks and uncertainties
- Selects the best option from a range of potential solutions for key problems

#### **Management and Coordination:**

- Report to Head of Programmes with linkages to other units within Programme Department, Human Resources and Finance
- The incumbent will be the focal point for education sector team in the organization and overall coordinator of activities under the education sector
- Initiate activities in line with changes in the global educational sector
- Develops & maintains positive relationships with team members; & sustains good team working relationships; liaises with a range of stakeholders like government, donors & other NGOs including team members
- Manage the education programme team and projects by providing technical advice and expertise and guidance to deliver key outcomes
- Under the general direction of the Programme and Finance Managers manage activity finances
- Under the general direction of the Finance Manager, prepare financial estimates, coordinate budgets and analyze/or monitor expenditure.
- Maintain accurate and up-to-date activity data and systems.
- Prepare technical reviews of projects (project design, frameworks and formulation) for quality assessments for new and ongoing projects.
- Assist in the development of education programme policy, review and interpretation of policy.

#### **Program implementation and monitoring & evaluation:**

- Carry out periodic project field monitoring
- Carry out project assessments
- Conduct trainings for beneficiaries in the field
- Carry out periodic reviews of activities in line with budget and work plans
- Write periodic reports and submit to management and donors
- carry out frequent project analysis to determine bottlenecks and find out early solutions and to ensure all deliverables are met in a timely manner
- Monitor, track & also support external reporting to donors for quality, timeliness, accuracy & accountability
- Support coordination of donor site visits and trips

#### **Administration and Human Resources Management**

- Oversee day to day administrative duties within the department including maintenance of database of property, staff and activities, welfare and administration of grants
- Conduct performance appraisals for staff under him/her
- Supervise and help mentor staff members for effective delivery of activities
- Keep record of develop strategic grant making priorities for the education sector



**Resource mobilization and Budget Management:**

- Support fundraising efforts in the organization; writing of concept notes and proposals
- Grants management for projects under education unit
- Preparation of the programme budgets
- Liaise with the Finance and the Prolog Officers to provide information to have invoices generated and submitted to funders according to established timelines

**Communications:**

- Constantly keeps link with education office and field staff
- Provides clear direction for staff under him/her
- Support staff to identify the relationship between organizational goals and operational tasks
- Ensures visibility of the organization in areas where SPEDP works
- Supports the organization's vision, mission, mandate and business objectives
- Demonstrates commitment to self-development and seeks opportunities to extend skills and knowledge, including management, leadership and supervisory skills to team members.
- Communicates areas of strength and acknowledges development needs.
- Reviews performance and identifies strengths as well as development needs for the education sector team members

**Knowledge, skills, and abilities required:****Qualification and Experience**

- Master's in Education (Primary/Secondary) and Experiences of 5 years working with INGO/NNGOs in managing education related projects
- Experienced in resource mobilization and fundraising strategies
- Handling of education projects in both emergencies and development settings
- Preferably NGO/ Government related experience
- Ability to independently work with little supervision
- Fluency in English and Juba Arabic
- Excellent report-writing skills.

**Key Competences**

- Strong communication skills: oral, written and presentation skills.
- Strong fundraising skills
- Team player and culturally sensitive.
- Ability to work under pressure, long work hours and high workload.



## How to Apply

Interested Candidates are requested to submit hard copies of their Updated CVs, relevant documents and cover letter to **Human Resource Department, Support for Peace and Education Development Programme (SPEDP)** Gudele Road, behind Quick serve petrol station or Email to [recruitment@spedp.org](mailto:recruitment@spedp.org) copying in [a-mosses@spedp.org](mailto:a-mosses@spedp.org) . For more details about SPEDP, please visit our website: [www.spedp.org](http://www.spedp.org) .

**NOTE:** Only shortlisted Candidates will be contacted, CVs and scanned or photocopies of all documents submitted are NOT returnable.

**Women are highly encouraged to apply.**

