

**VACANCY ANNOUNCEMENT**

<b>JOB TITLE:</b>	Education Project Officer
<b>LOCATION:</b>	Fangak, Canal / Pigi & Twic
<b>LINE MANAGER:</b>	Project Coordinator
<b>Partnerships</b>	Project Coordinators, Finance Manager, MEAL Manager & MEAL Specialist
<b>APPLICATION DEADLINE</b>	February 28, 2023

*This recruitment is contingent on donor funding.*

**Introduction**

WTI is an international NGO that challenges poverty and inequality by expanding access to, and improving the quality of education and training, for communities affected by conflict, displacement, neglect, or discrimination. WTI has over 40 years' experience investing in the education, professional and leadership development of conflict-affected communities in the Eastern and Horn of Africa. Our vision is A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good. WTI challenges poverty and inequality by expanding access to, and improving the quality of, education and training for communities affected by conflict, displacement, neglect, or discrimination in Eastern and Horn of Africa. WTI has been operational in South Sudan since 2006 but supported hundreds of South Sudanese refugees through undergraduate and postgraduate scholarships. Besides its scholarship program, WTI is lead education partner in the humanitarian and development sector. WTI implements teacher training, intensive English courses and infrastructure improvements in schools and communities.

**Job Purpose**

The purpose of this role is to ensure the implementation of ECHO activities in the project location. The Project officer will work together with Project assistant in the implementation the implementation, monitoring and reporting of the project activities.

**Main Responsibilities and Tasks**

- Ensure all the planned activities are implemented in a timely manner.
- Participates in the training of teachers, PTA members and any other training as planned for in the Project.
- Assists in the organization of field visits and staff missions as required by the project and thematic activities.
- Prepare weekly updates and share with the Project coordinator every Friday evening for the Monday meetings and update to the Donors.
- Prepare Monthly and quarterly reports for the activities and for the tasks with key milestones, timeline, and deliverables, and in line with the activities.
- Oversee the implementation of the activities while providing the required support needed.





- Prepare float requests and share with the Project coordinator for processing in the Finance Department.
- Follow up on the requests submitted to the Finance department.
- Ensure that the implemented activities meet the strategic objectives of the project and are aligned with indicators.
- Ensure all documentation is maintained appropriately for each component.
- Determine project changes, assess project risks and ensure constant feedback on the quality of implementation, taking corrective measures as necessary after approval.

### **Qualifications**

- BA degree in Education – primary or secondary education focus, education development, or other relevant social science degree.
- Fluency in written and spoken Arabic and English

### **Experience and Skills**

- A minimum of 5 years in a project implementation in emergency context for an NGO, UN agency or other development or humanitarian organization.
- Experience in working and supporting capacity building efforts of local partners.
- Proven experience monitoring and implementation of education in emergencies (EiE) programming and in participating in emergency coordination forums (education cluster, education working groups etc.).
- Familiarity with key international standards for humanitarian work and education in emergencies (e.g., INEE, SPHERE, HAP principles, etc.).
- Excellent understanding of the education monitoring and evaluation processes and methodologies.
- Proven representation and advocacy skills.
- Strong report writing skills, including experience in writing funding proposals and donor reports.
- Good interpersonal skills with the ability to communicate and negotiate clearly and effectively at all levels, considering cultural and language difficulties.
- Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- Ability to analyze information, evaluate options and to think and plan strategically.
- Knowledge of key areas of program operations, logistics and grant management relevant to delivering quality education programming.
- Ability and willingness to change work practices and hours, and work with incoming teams in the event of major emergencies.
- Commitment to and understanding of WTI's aims, values and principles including rights-based approaches.
- Ability to work under tight schedules with competing priorities.



**Windle Trust**  
International

Education transforms society

Submit your applications in hard copy to Windle Trust International Office at CMS Compound, Hai Cinema P.O. Box 218 Juba, South Sudan or electronically to [SouthSudan@windle.org.uk](mailto:SouthSudan@windle.org.uk)

"Please indicate in your email subject line: Application for xxxx – your name. For example: **Application for ECHO Education Project Officer – Christopher**"

**Application Deadline: February 28, 2023**

Windle Trust International has zero tolerance on all forms of abuse including sexual exploitation, sexual abuse, human trafficking, child abuse, child labor, discrimination, and fraud & corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated. Any pending SEA allegation or abuse will lead to disqualification or termination of contract.

