

VACANCY ANNOUNCEMENT

JOB TITLE:	Education Project Assistant – ECHO
LOCATION:	Fangak, Canal / Pigi & Twic
LINE MANAGER:	Education Project Officer
Partnerships	Project Coordinators and local partners
APPLICATION DEADLINE	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 Summary

The purpose of this role is to ensure the implementation of ECHO activities in the assigned project locations. The Education Project Assistant will work together with Education Project Officer in the implementation, monitoring and reporting of the Project activities.

Major Responsibilities and Tasks

- Supports the Project officer with conducting trainings and back to learning campaigns.
- Conduct assessment of Young Mothers who will be supported by the project
- Ensures that these young mothers get the support which is provided as planned in the project.
- Provides day-to-day support to the Project officer to enable achievement of the expected objectives and results.
- Participates in training of teachers, PTA and any other training planned in the project.
- Assists in the preparation of weekly, monthly, and quarterly/annual progress reports by acquiring and assembling the necessary information from the field using reporting templates provided.
- Assists in project activities monitoring based on related workplans.

- Maintains working-level contacts with partners and stakeholders in the field.
- Manages the organization of events, workshops, roundtables, including the preparation and dissemination of information, and their follow-up communications. Follows up of travel arrangements and DSA payments for participants of events organized.
- Manages and organize everyday office work.
- Establishes a proper filing system and maintains files and documentation of MEAL documents are in good order.
- Performs any other duties as requested by the Project Coordinator/ Project Officer.

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 2 years in a education 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

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.