



<b>JOB TITLE:</b>	Education Project Coordinator – ECHO
<b>LOCATION:</b>	Juba
<b>LINE MANAGER:</b>	Programme Manager
<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 oversee the implementation of ECHO response activities in Fangak, Canal / Pigi and Twic counties. The Project coordinator will lead planning, implementation, and monitoring of the ECHO project. The incumbent will work closely with the ECHO Consortium Lead (ACF) and other partners including CARE International, Humanity & Inclusion and International Medical Corps to ensure integrated of education in emergencies activities in the response. The Project Coordinator will support Education Officers and Project assistants in the planning, implementation, monitoring and reporting on the project.

#### **Major Responsibilities**

##### ***Project Management:***

- Supervise four Education Officers and Assistants in the implementation of ECHO Strengthening Community Resilience in South Sudan's Urban Settings project activities.
- Strengthen networking with organizations or agencies working on ECHO Project in areas of Protection, Wash and Disability.
- Ensure documentation of best practices and challenges to generate materials for strategic direction of further implementations of the ECHO Project.





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- Ensure that procurement and distribution of materials and equipment is done in timely manner and in line with WTI policies and procedures; ensure accuracy of portfolio inventory (assets, supplies, and materials).
- Provide technical support to the local partner during the implementation of the activities.

***Operational Planning and Implementation:***

- Work closely with Programme Manager to ensure planning of day-to-day implementation, update on spending, implementation, monitoring, and documentation and reporting for the project.
- Ensure timely implementation and budget performance in line with the projects plans and budgets.
- Ensure timely implementation of the planned project activities.
- Provide regular operations and implementation updates on project progress and challenges to allow for timely interventions and corrective actions by management.
- Field Monitoring of activities in Twic, Pigi and Fangak

***Program and Financial Reporting:***

- Ensure timely and high-quality float request of funds are submitted in a timely manner by the Education Officers.
- Ensure that accountability is rendered and shared regularly and in good time before another request is processed.
- Prepare and submit monthly and quarterly progress reports/ updates of the projects to the Programme Manager and any report required by the donors.

**Qualifications**

- BA degree in education, development, or other relevant social science degree.
- Fluency in written and spoken Arabic and English

**Experience and Skills**

- A minimum of 7 years in a program management and leadership role in education sector for an NGO, UN agency or other development or humanitarian organization.
- Experience in management consortium projects including local partners.
- Previous project management experience in an NGO or other humanitarian environment, including experience directing and implementing programs for children in both emergency contexts.
- Proven experience leading education in emergencies (EiE) programming and in participating in emergency coordination forums (education cluster, education working groups etc.).



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- Familiarity with key international standards for humanitarian work and education in emergencies (e.g., INEE, SPHERE, HAP principles, etc.).
- Proven experience raising funds and developing proposals for education programs.
- 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.

**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)**

**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.





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

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