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Approved by Labour  
16/9/2019

JOB ADVERTISEMENT	
Job title:	Senior Education Officer - (For South Sudanese Nationals Only)
Duty Station	Juba
Reports to:	Civic Engagement Program Manager
Starting Date:	Immediate
<i>DI is an equal employment opportunity employer and strongly encourages qualified female candidates to apply.</i>	

**SUMMARY OF JOB PURPOSE:**

Democracy International (DI) seeks to recruit a Senior Education Officer for its USAID-funded program in South Sudan, Systems to Uphold the Credibility and Constitutionality of Elections in South Sudan (SUCCESS). Through SUCCESS, DI and its consortium partners are working to promote effective, inclusive, and accountable governance to inform an increasingly stable South Sudan. The Senior Education Officer will work as part of the Programs team, responsible for coordinating all of the SUCCESS education activities throughout the country. He or she will work closely with the entire Programs team to ensure effective programming and coordination across all SUCCESS activities and partners, as well as with the other SUCCESS departments.

**Job Duties and Responsibilities:**

The Senior Education Officer major responsibilities are as follows:

- Serve as a focal point for SUCCESS education -related activities. Be continuously engaged with key civil society partners and Parents-Teachers Associations (PTAs) to remain informed on their capacity building needs and progress to inform effective programmatic design;
- Work as a team with the Organizational Development Manager, CEC Manager and Civic Engagement Program Manager to ensure coordination and strategic collaboration across the Programs team;
- Support training package development in collaboration with the Organizational Development Manager to enhance the capacity building of civil society partners and the Parents- Teachers Associations (PTAs)
- Manage budgeting responsibilities and monitor spending on education activities;
- Manage to report responsibilities on education, to include inputs to USAID reports, updates and support to assessments, training databases, and program learning mechanisms, and similar reporting assignments;
- Contribute to the development of education tools and materials, which may include training modules, capacity assessment tools, templates, and other capacity-building materials;
- Coordinate with the M&E team to ensure completion of project objectives and lead the measurement and data collection for Education-related indicators and the achievement of performance targets for the team under the project's monitoring and evaluation framework.
- Work with the SUCCESS Grants Manager to manage and monitor the education grant while providing strategic guidance for the grantees on the necessary project deliverables
- Provide strategic guidance for education activities, including development and review of concept notes and budgets;
- Establish and maintain relationships with partner organizations and ensure effective participation by all relevant stakeholders in the program activities;
- Ensure proper integration of gender programming in Education activities;
- Collect information for Success Stories and manage reporting requirements related to the education program;
- Coordinate with the rest of the Programs team to ensure effective planning and achievement of program objectives

**Qualifications, Knowledge, Skills, and Abilities Required**

- Bachelors degree in Education, Social Sciences or any other related field

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- At least 3 - 5 Years' experience in education-related programs. Experience of working with PTAs in South Sudan is desirable
- Knowledge of training principles/ methodologies/ methods
- Good understanding of gender issues and rights-based approaches
- Excellent communication skills, interviewing, listening, planning, supervisory, writing, presentation and facilitation skills
- Proficiency in Microsoft PowerPoint, Excel and Word.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of web-based management systems
- Proof of South Sudanese citizenship/nationality

Interested candidates should submit their applications indicating the position they are applying for and updated CV. This should contain their e-mail address and telephone contact along with three professional supervisory references. Applications should be submitted by the closing date of October 04, 2019, by email to [di.ssudanjobs@gmail.com](mailto:di.ssudanjobs@gmail.com) or through hand delivery to Decomcracy International, Applications Submission Box, AFEX Riverside Camp, Hai Malakal, Juba, South Sudan.

Only short-listed candidates will be contacted. Applications received after the closing date will not be accepted.