



## ADULT EDUCATION OFFICER (1) – JUBA

**Finnish Refugee Council (FRC) / Suomen Pakolaisapu** (<https://pakolaisapu.fi/en/>) is a Finnish non-governmental organisation with HQ in Helsinki. The Finnish Refugee Council advocates for the rights of refugees, displaced populations and migrants, and supports them for a new beginning. By reinforcing equity and creating opportunities for everyone to lead a decent life, FRC supports the establishment of fair and equal societies.

FRC interventions place emphasis on the empowerment of the most vulnerable members of societies as well as for community-based organisations, thus strengthening basic democratic structures. Humanitarian assistance, protection of the most vulnerable, particularly women and girls, among the forcibly displaced and the most vulnerable among the host communities is key to FRC.

FRC is registered under the Relief and Rehabilitation Commission (RRC) and accorded legal personality with Reg. No. 5128 as International Organisation.

With funding from the Ministry for Foreign Affairs of Finland, FRC expects to start implementation of a one-year humanitarian & development intervention in Central Equatoria, which includes multi-purpose cash support, functional adult literacy (FAL), financial literacy and GBV protection components.

### Purpose of the Role

The Finnish Refugee Council (FRC) is looking for a highly organised professional with strong foundations in education with a focus on Adult Education. The Adult Education Officer should be well conversant with the principles of and fully appreciates the role of Adult Education as a vehicle for change and empowerment of individuals and communities to become more in charge of their wellbeing

The position which is under the direct supervision of the Programme Coordinator is tasked with facilitating, coordinating and integrating Adult Education in all FRC programmes and Projects

The Adult Education Officer has the primary responsibility to plan, arrange and monitor adult education training to the Displacement Affected populations: adult refugees, IDPs and host communities, and to provide technical support and mentoring to the volunteer Adult Learning Facilitators.

This position also plays a critical role in monitoring and collaborating with the Implementing Partner to assure quality outcomes of the Adult Education intervention.

- **Role:** Adult Education Officer
- **Department:** Programmes
- **Reports to:** Programme Coordinator
- **Location:** Juba- South Sudan



### Key Responsibilities

#### KEY TASKS AND RESPONSIBILITIES

##### Technical Adult Education Support and Training

- Plan and implement functional adult literacy (FAL) and language training – such as English for Adults (EFA), and basic Financial Literacy and Numeracy trainings following agreed curricula, topics and themes.

- Provide professional support to and capacity building of volunteer Adult Learning Facilitators in the field of adult teaching methods, literacy and language and training.
- Arrange and support practical exercises and small projects in support of functionality in FAL and EFA course.
- Plan, prepare and conduct training of FAL and EFA Instructors, and plan training of Adult Learning Facilitators
- Prepare and provide advice on testing of learners, including design of final exam.

#### Monitoring, Evaluation and Learning

- Collect and analyse data using FRC designed M & E tools and forms on learners' performance and on Adult Learning Facilitators skills and competences.
- Periodically analyse progress towards programme outcomes and outputs.
- Record and discuss lessons learned and possible remedial actions.
- Monitor the performance and skills of Adult Learning Facilitators.
- Monitor and evaluate the progress of learners.



#### Innovation

- Develop methods and teaching approaches to enhance functionality and learners' involvement
- Develop and experiment new learning materials to promote functionality and participation.

#### Mobilisation

- Engage with the Implementing Partner and other partners in the mobilisation and involvement in the adult education and activities.
- Mobilise and motivate adult learners to join learning groups.
- Identify potential volunteers in the community to facilitate and teach literacy and language courses as Adult Learning Facilitators or as facilitators for basic Financial Literacy and Numeracy.

#### Oversee the whole learning process to completion and graduation of learners.

- (tracking laptops, furniture, and equipment)..

#### Required Qualifications & Skills

Feature	Requirement
<b>Education</b>	Bachelor's degree in Adult Education, Education, Development Studies, Social Sciences and any other related qualification
<b>Experience</b>	5+ years of experience in Programme/Humanitarian work with focus on Education with a reputable INGO. Experience in M&E, Project cycle Management
<b>Software</b>	Proficiency in use of Word and excel packages and data bases
<b>Communication</b>	Excellent networking, written and verbal communication skills



Feature	Requirement
Integrity	High level of discretion and ethics when handling programme data and information

**Duration of assignment**

12 months; the start date of the assignment is **16<sup>th</sup> Feb 2026**

**Duty Station:** Juba

**Contact:** Applications (CV and cover letter) should be sent to [recruitment.southsudan@refugeecouncil.fi](mailto:recruitment.southsudan@refugeecouncil.fi) OR hand delivery to;

FRC Office at Tongping, Shalom Apartments next to South African Embassy, opposite Residence Tower by **28<sup>th</sup> January 2026**. Interviews will be tentatively held few days after closing date of advert.

Please include in your cover letter:

- Your gross salary request.
- Contact details (email and telephone) of 3 professional reference persons.

Do not include Originals of any certificate at this stage.

Only shortlisted candidates will be contacted.

Everyone applying must comply with FRC Code of Conduct, and all FRC policies (e.g., on Prevention of Sexual Exploitation, Abuse and Harassment, Gender Equality, HR, Conflict of Interest and Anti-Fraud and Anti-Corruption).

**Commitment to Gender, Equality, Diversity, and Inclusion:** FRC is committed to creating a diverse, inclusive, respectful, and safe work environment where all persons are treated fairly, with dignity and respect. FRC expressly prohibits and will not tolerate discrimination, harassment, retaliation, or bullying in any work setting.

