

Africa Educational Trust

Education for all is the key to development

Plot No" 8" Block B Hi
Kuwait Estate Juba
South Sudan

Tel: 0925694226

info@africaeducationaltrust.org

www.africaeducationaltrust.org

Job Title:	Program Officer – ELLIE Project
Reporting to:	Program Director
Contract Type:	1 Year renewable (Contingent to performance and Funding)
Location:	Juba with frequent nationwide travel
Posting date	20/09/2023
Closing date	09/10/2023, Time 4:30PM

Background:

AET as part of the Street Child group believes that every child deserves the chance to go to school and learn. Our projects focus on a combination of education, child protection and livelihood support to address the social, economic, and structural issues that underpin today's education crisis. We collaborate with local organisations and communities to deliver our locally rooted programmes, using evidence to drive learning and the refinement and scale-up of programmes to create maximum impact for most children at the lowest cost. We pride ourselves on being willing to go to the world's toughest places where others won't, including remote, hard-to-reach areas and fragile, disaster-affected states across sub-Saharan Africa and South Asia. Since 2008, we have helped over 500,000 children to go to school and learn and we have supported over 33,000 caregivers to set up businesses so they can afford the cost of educating their children.

Street Child's presence in South Sudan began in 2021 as a result of a merger with the organization Africa Educational Trust (AET). AET has been present in South Sudan for over 25 years and is well respected for their highly innovative education programmes and their technical expertise. We are therefore looking to utilise Street Child's expertise in EIE, child protection and MHPSS in order to strengthen the current programmes in South Sudan and expand our geographical and thematic presence.

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Director: Julie Polzerova

Registered Charitable Incorporated Organisation 1178306



Part 1: Role Purpose:

The primary objective of this role is to provide comprehensive support function to the Programmes team at AET. This role will have a specific focus on supporting the implementation and adaptive delivery of 'Elevating Local Leadership in Emergencies' (Localization Project) which is funded by USAID. The Program Officer will report to Program Director. S/he will be responsible for providing overall administrative and programmatic support for planning, implementing and managing Localization project related activities. S/he will perform the following duties and responsibilities.

Part 2: Key Responsibilities:

1) Programme Support (65%)

- Work closely with the programmes team and Finance team to ensure timely implementation and delivery of excellent Localization project deliverables.
- Design/Map out mechanisms of offering capacity strengthening and surge support to local organizations
- Organize, disseminate and distribute awareness raising resources through events and existing networks [including orientation sessions, workshops, etc.].
- Appropriately coordinate and Conduct Advocacy campaign & Awareness raising to increase partner attendance at key stakeholder meetings
- To plan and organize meetings with clusters and Localization Task team to determine current barriers to funding and promote localization initiatives.
- Ensure regular support, follow-up and monitoring of the planning, development and implementation of localization project activities with special consideration to emerging and urgent issues;

To Map and coordinate capacity assessment of local organizations for Capacity Strengthening support (both tailored and more generic support) to partners.

- Budget Management: Support the program, finance and administration team throughout the entire grant/project lifecycle by ensuring that program expenditure is compliant with the budgets and USAID grant regulations.

Assist with the preparation of Localization project reports, evaluations and other project documentation, including yearly and quarterly work-plans, budgets,



annual project reports, other supportive for donor support and relevant other reports if necessary

- Liaising, assisting and taking part in a range of activities in support of Program Team, including organising any team training identified by the Program Director.
- Assisting Programme Director/Country Representative in managing daily administrative, programmatic and finance related works and projects.
- Support Program Teams to review purchase requests (PRs) and ensure budget is utilized within the approved limit.
- Work with the team to conduct needs assessments to identify strategic growth opportunities both programmatically and geographically
- Prepare monthly Localization Project narrative reports in collaboration with stakeholders
- Support in generation of monthly programmes fund requests by including operations related costs in line with organisational processes

2) Program monitoring & reporting (15%)

- Assist with routine systematic monitoring and evaluation activities (e.g., monthly project meetings) in close consultation with Project Manager;
- Support the development of high-quality proposals and budgets that are relevant and include input from key stakeholders (finance, operations, programs, partners, etc.).
- Participate in Localization project grant review meetings, including monthly review of Budget vs Actual (BVA) reports to address and escalate any projected underspend
- Develop one to two pager updates report for donors and share with Program Director on monthly basis and participate in donor meetings
- Collate and share Localization Project related communications material with Program Director.



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3) Representation (10%)

- Builds strong relationships with vendors/clients, focuses on impact and result for the client and responds positively to feedback including timely responses to queries;
- Participate in the Localization Task Team/cluster working groups in collaboration with Program Director
- Raise compliance issues proactively with the Finance and Administration Manager

4) Additional roles (10%)

- Schedule project meetings that will bring together a large number of internal and external stakeholders including arrangements for booking accommodation and conference facilities, guest speakers and event support.
- Keeping Program Director informed on key issues affecting the efficient running of the program and work to resolve where possible.
- Plan for some travel around the country to field offices for meetings, with overnight stays as required.
- Willingness and interest to work with local partners.

Part 3: Person Specification

Attributes	Essential	Beneficial
Experience and Knowledge	<ul style="list-style-type: none"> • Excellent organisational skills • Experience of working in a project management environment, using a range of project management documentation • Experience with working with national and local organisations 	<ul style="list-style-type: none"> • Strong working knowledge of education, child protection and livelihoods; approaches • Knowledge of cluster coordination • Event Co-ordination




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	<ul style="list-style-type: none"> • Experience of working with Microsoft Office in particular, Outlook, Word, PowerPoint, Excel and Project • Flexible and willing to take on task outside of the JD • Self-starter and proactive, with ability to work on own initiative • Adaptable and flexible • High attention to detail • Willingness and interest to work with local partners 	<ul style="list-style-type: none"> • Advanced level of MS Outlook, Word, PowerPoint, Excel and Project
Skills and Abilities	<ul style="list-style-type: none"> • Excellent relationship building skills, with an ability to skilfully navigate both national and international stakeholders; • Ability to analyse and present information in a very concise and complete manner. • Excellent standard of numeracy • Ability to skilfully balance independent working with wider teamwork with both South Sudan and international teams • Excellent written and spoken communications in English (additional languages welcome) • The ability to converse at ease with members of the public, and provide advice in accurate spoken English' 	<ul style="list-style-type: none"> • Experience of providing program support is an advantage 
Education / Qualifications	<ul style="list-style-type: none"> • Educated to a Degree or Higher in International Development, Education or related field; 	<ul style="list-style-type: none"> • Masters' degree in international development.

Street Child's commitment to Safeguarding

Street Child is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks, including a Criminal Records check. Street Child also participates in the **Inter Agency Misconduct Disclosure Scheme**. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

How to apply.

Please submit your complete and updated CV including full names, contact details (functional email and phones) and a cover note explaining why you think you could make an extraordinary impact in this role as one single document to: hr@africaeducationaltrust.org or hand deliver your application to our office located in Hi Kuwait Estate, Plot No.8, Block B (Behind Hi Kuwait PHCC). In the subject line include the job title for which you are applying. **Please DO NOT** submit any other recruitment documents at this time. Because of the urgency to fill this position, applications will be reviewed as they are received so interested candidates are encouraged to apply early.

Note:

- This position is **ONLY** open to South Sudanese professionals
- **Female candidates are strongly encouraged to apply.**
- Only candidates who pass the first stage of the interview process can proceed to the next stage.



Deadline: 9th October 2023 at 4:30PM South Sudan Time.

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