



Position type: advertisement For the position of Project Officer - Education
Number of Position: 1
Duty Station: : Magwi County in Eastern Equatoria State
Contract type: Fixed term with possibility of extension depend on funding & performance
Report to: Project Manager
Employment start date: August
Advert Closing deadline: 4th July 2023

JOB ROLE:

The Project Officer-Education will be Responsible for assisting the Project Manager (PM) in managing the implementation and development of all aspects of the education programme in Magwi County of Eastern Equatoria State.

BACKGROUND:

The Lutheran World Federation/Department for World Service (LWF South Sudan Programme) was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members.

KEY RESPONSIBILITIES:

- Setting short- and medium-term education unit program plans in liaison with the Project Manager, Area Coordinator and plans and monitors performance against those plans.
- Assisting with planning and design of education activities and measures of achievement and collecting data for LWF education unit performance monitoring plan, especially with regard to education indicators.
- Ensuring regular communication and interaction between the County Education department, staff and teachers, and the school management committees, parent teachers association (PTAs), government education department and other development partners and agencies.
- Investigate gender imbalances in education service provision, designing and implementing initiatives aimed at increasing enrolment and improving retention and performance of girls in the schools.

- Keeping the Project Manager apprised of emerging issues within the schools, and involving the School Management Committees and Parents Teachers Association as required in a timely manner.
- Being conversant with and using the LWF/WS Programme Strategic Outline, policies and procedures, donor guidelines and agreements, in planning and implementing education unit activities.
- Take lead role in back-to-school mobilization campaigns by engaging all community structures in the community.
- Monitoring progress and impact of the education unit through regular school visits, and providing management committees and the Parents Teachers Association (PTAs).
- Preparing Reports, tables, graphs and charts on the above information for better informing LWF and its partners on trends, status, needs and opportunities for the education on regular basis as may be required.
- Reviewing work plans and activity plans of the education unit for comprehensiveness, clarity and adherence to LWF Project goals and objectives.
- Representing LWF Education sector and participating in strategic and planning discussion meetings.
- Working closely with stakeholders and other partners to ensure documentation and dissemination of education unit achievements and lessons learned.
- Participating in regular education sector management of overall education unit
- Working with teachers and others to ensure the meaningful participation of learners (children and youth) in all aspects of the education unit.
- Identifying teacher-training needs and ensuring proper management for in-service training of teachers.
- Arranging the sharing of ideas between teachers and schools and coordinating the work of head teachers, school management committees and school inspectors in the county.
- Ensuring effective evaluation of learners to see that schools are in line with the appropriate School Curriculum, and noting changes required in curriculum or teaching methods.
- Assist in conducting education unit staff performance appraisals every term, or as directed by the Project Manager and Area Coordinator.

Qualification and Experience:

- Minimum of Bachelor's Degree in Education from a reputable institution
- Work experience of not less than 5 years in education department
- Experience of working with NGOs in education department
- Ability to competently complete the assigned tasks and work under pressure with minimal supervision
- Experience in managing a culturally and nationally diverse team.
- Strong computer skills in Microsoft excel, word, outlook, power point

Application Process:

All applicants must send their application letter and updated CV and supportive documents attached in English to the Human Resource office by email address Recruitment.southsudan@lutheranworld.org and hand delivery is accepted at LWF Office Magwi Opposite catholic Church. Only shortlisted candidates will be called for interviews

Child Safeguarding:

LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. I agree that related reference checks to be done by the LWF Office for Human Resources



MISCONDUCT DISCLOSURE
SCHEME