



<b>Job Title</b>	Roving Education Officer
<b>Location</b>	Juba: 35%/ Others: 65%
<b>Reporting to</b>	Programs Manager
<b>Duration of Contract</b>	6 Months/ Possibility of extension
<b>Starting Date</b>	As soon as possible

### 1. Who we are?

ShimaHr consultants is a Human Resource Consulting and Outsourcing Company that is currently managing the Human resource component of multiple clients in South Sudan and East African regions.

ShimaHr consultants is currently seeking to recruit a Education Officer for one of her clients that was founded as a regional Developmental and Relief Agency with an emphasis on Mentor-ship Programs aimed at Enriching & Empowering Youth and women with guidance and Knowledge to help them Excel with Ease in life and is focused to achieve these through its wide range of Innovative & Supportive programs and projects in South Sudan.

### 2. Position Summary

Develop a monthly individual activity plan and ensure project interventions are implemented according to work plan and compile and timely submit, weekly, monthly, quarterly and annual reporting for all activities and trainings conducted and follow up on all action plans and reporting on them to the Country Coordinator.

### 3. Responsibilities

- Work closely with other Peer Educators, Data Officer, and teacher trainers in implementing and developing all aspects of the education project.
- Compile and timely submit weekly monthly, quarterly and annual work plans and reports to the Country Coordinator.
- Develop an effective and sustainable bridge between the local Education Authorities, and the organization based on good communication, representation, and feedback.
- Articulate and ensure the roles and responsibilities of local education authorities are well received and are implemented.
- Establish good relations with the local civil administration and community leaders, particularly the Payam administrators, chiefs, sub-chiefs, PTA, SMC, members, women's group, parents and children.
- Work closely with the entire education team and other thematic areas in implementing and developing all aspects of the education project, with a focus on clarifying to the community the role and responsibilities of the community/PTAs/SMC and the organization.
- Work with communities to encourage enrolment of girls and suggest strategies to ensure girls enroll and stay in school.
- Request and ensure timely and accurate delivery and accounting of material supplies to schools.
- Manage and account for cash/floats for activities such as PTA trainings and community mobilization workshops, local education authorities' capacity building workshops and other components of training programs.



- Ensure timely and quality reporting for all activities and trainings conducted and follow up on all training action plans and reporting on them periodically.
- Ensure that the organization all supported schools are visited on regular basis, data collected and documented and develop a monthly individual activity plan and ensure project interventions are implemented according to work plan
- Work in collaboration with the teacher trainers, Education Data officer and other POs to ensure synergy between the school based in service teacher training and primary education
- Participate in any other activities as may be assigned by supervisor from time to time

### **REQUIREMENTS**

#### **Knowledge & Qualification**

- Bachelors or Diploma preferably in education.
- 3-5 years' experience in implementing education project related project activities.
- Previous work experience of post conflict situation and complex emergencies preferred.
- Strong program planning, organizational and communication skills.
- Supervision and teacher training experience, specific experience training for national staff and local partners is an asset.
- Must have trained and/or worked as a teacher

#### **Languages**

- Required: English and Arabic languages is added advantage.
- Local Languages (oral and written) is an asset.

#### **IT & Equipment**

- Proficient using of Microsoft Office (Word, Excel, Outlook) and file sharing software.

#### **Desirable**

- Flexible and hardworking
- Able to work under pressure and meet deadlines
- Work under minimal supervision and can achieve set objectives within time frame.
- Exhibit high team spirit and value work diversity to realize results.
- Good knowledge of computer skills
- Ability to plan, organize, execute and account for trainings conducted.
- Comply with all relevant the Brain Power initiative policies and procedures with respect to child protection, code of conduct, health and safety, security, equal opportunities and other relevant policies

#### **How to Apply:**

Interested candidates should submit their application containing an updated CV, Cover Letter, Reference contacts, Nationality ID, Academic documents & relevant certificates to the Human Resource Department by email to [Jobs@shimahr.com](mailto:Jobs@shimahr.com) with the subject line indicating the job title by 16 :30hrs CAT on 10<sup>th</sup> February, 2023.

**Note:** Only shortlisted candidates shall be contacted for interviews, Only South Sudanese nationals are legible for participating and Female Candidates are encouraged to apply.

