



PEACE CORPS ORGANIZATION SOUTH SUDAN

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Juba Office
Munuki block C,
Plot No. (70), Juba
City

Wau Office
Wau Municipality
Opp. Safari Park Hotel
Hai Daraja Area

Tonj North Office
Warrap Town
Adj. to Komboni
Primary School

Kuajok Office
Khartoum Jedid area
Adj. to Kuajok Fm
Kuajok

Pibor Office
Hai -matar airport
Adj. to UNMISS

Rumberk East Office
Former NPA Compound
Akot Center

JOB ADVERTISEMENT

Organizational Background

PCO is a National Non-Profit making Organization founded in 2006 and legally registered in South Sudan in 2010 by the Ministry of Justice and legal affairs republic of South Sudan as well as Relief and Rehabilitation Commission – RRC. Peace Corps Organization South Sudan is one of the leading Humanitarian National NGO works closely with governmental, intergovernmental and non-governmental partners by providing services to conflict affected population.

PCO and the Education cluster seeks applications from competent and qualified **South Sudanese professionals** to fill the positions of;

TITLE: Roving Education Cluster Information Management Officer (IMO)

DUTY STATION: Based at a sub-national level for the emergency response with frequent travel around the states (Up to 70% of travel)

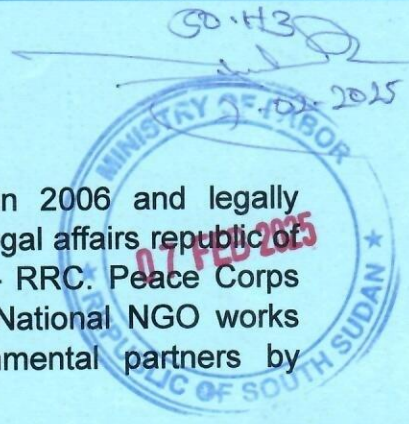
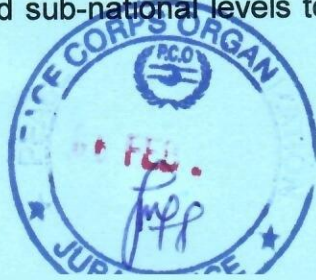
Reports to: Education Cluster Coordinator

Duration: ASAP to April 2025

BACKGROUND

The cluster approach ensures clear leadership, predictability, and accountability in international responses to humanitarian emergencies by clarifying the division of labor among organizations and better defining their roles and responsibilities within the different sectors of the response. This is essential to ensure that limited resources are used most effectively for those in need. It aims to make the international humanitarian community better organized, more accountable, and professional so that it can be a better partner for the affected people, host governments, local authorities, local civil society, and resource partners. The Education Cluster in South Sudan aims to strengthen the localization agenda throughout the humanitarian response, considering the local organizations are the first front-line respondents to the crises.

Regarding Information Management (IM), the Ministry of General Education and Instruction has a strong and comprehensive national Education Management Information System (EMIS) that captures education data for system planning and facilitating policy dialogue. However, EMIS data is not readily and consistently available. To this effect, UNICEF, Save the Children, and UNKEA, as co-lead agencies, provide IM support at national and sub-national levels to ensure reliable collection and



analysis of information to support education humanitarian response planning and advocacy.



PURPOSE


The Roving Education Information Management Officer (RIMO) is a core Cluster Coordination team member. The purpose of this post is to identify the gaps in the capacities, build and develop the capacities for local partners and state coordinators, and manage the collection, analysis, and sharing of information that is important for the Cluster participants to make informed (evidence-based) strategic decisions. Under the overall guidance of the National Education Cluster Coordinator in South Sudan, and close collaboration with Sub-Cluster Focal Points and in support of the Government, the Roving Education IMO will provide information management support to a number of states and Administrative Areas across South Sudan.

RESPONSIBILITIES

The post holder will be responsible for managing and augmenting the Education Cluster sub-national IM needs across the affected areas in close collaboration and consultation with the lead IM based in Juba. They will:

- Work closely with the Department of Education to align information management approaches to existing in-country systems for collecting, analyzing, and reporting Education Cluster activities and resources, identifying information gaps, and strengthening systems where they are weak.
- Respond to the sub-cluster participants' need for information.
- Establish and maintain information databases that consolidate, analyze, and report/disseminate information critical to decision-making.
- Maintain reporting from State Cluster members, including 5Ws, and feed into national 5W reporting and the focal point in OCHA around the Response Relief platform.
- Support the sub-national cluster members by producing an operational presence map for education in emergency activities and projects.
- Work with Cluster/ participants to identify information gaps at sub-national levels and propose ways to bridge those gaps.
- Coordinate with the sub-national (state) OCHA focal points and other state-level cluster IMs and through the inter-cluster Information Management Officers in information sharing and multisectoral need assessment.
- Where appropriate, produce a state reference map, severity map, and other mapping products to visualize the spatiotemporal variation at the county level.
- Manage flows of information and dissemination in line with the cluster data-sharing protocol
- Manage an inventory of relevant documents on the humanitarian situation for the sub-cluster.



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- Support data collection and an analysis of needs assessment and monitoring programs.
 - To provide information management in assessments and monitoring, including joint assessments and enumerators training.
 - Support the preparation to feed into Education Cluster Bulletin inputs with emphasis on Cluster plans, targets, gaps, reach, and achievements.
 - Building on existing tools, develop training ToR and manual to strengthen the sub-national partners' information management capacity.
 - Ensure effective communication, reporting, engagement, and coordination with the national cluster.
 - Help to identify staff at the sub-national level that can support the cluster on information management.

ACCOUNTABILITY

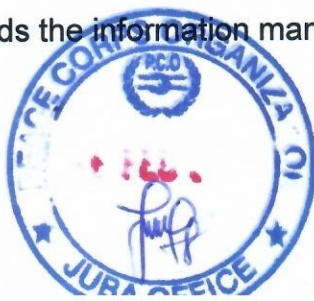
The post holder is accountable to:

- Sub-national Education Cluster Coordinator who will, in turn, ensure that the post holder is provided with all necessary support and guidance.
- Education Cluster participants, who will, in turn, ensure that they deliver on their agreed minimum commitments (see IASC Reference Module for Cluster Coordination at the Country Level, July 2015)
- Information management team members who will, in turn, support the post holder in line with their terms of reference.
- Inter-cluster coordination bodies established by the HCT/UNOCHA at the sub-national level.
- Affected populations through agreed mechanisms.
- Accountability to the Cluster Coordinator, cluster participants, information management team members, and inter-cluster coordination bodies will be expressed in regular review meetings.

COMPETENCIES

Core competencies:

- Communicates, works, and networks effectively with a wide range of people to reach a broad consensus on a well-coordinated response and demonstrates IM technical skills required.
- Thinks and acts strategically and ensures that cluster activities are prioritized and aligned within an agreed strategy.
- Demonstrates commitment to the cluster and independence from employing organization.
- Builds, motivates and leads the information management team.



Technical competences

- Understand key technical issues for the cluster sufficiently well enough to be able to engage with cluster participants and understand their cluster-specific information management needs.
- Excellent knowledge of MS Excel or MS Access (e.g., pivot tables and functions);
- Proven technical expertise in managing data capture and storage, analyzing diverse datasets, and presenting information in understandable tables, charts, graphs, and reports; knowledge of managing Relief Web website, HDX (e.g., UNOCHA's managing Humanitarian Response platform);
- Proven skills in using GIS and map-making software such as ArcGIS, QGIS software.
- Excellent Knowledge of data collection tools and data management (Kobo, ODK, Google Form, survey 123, Excellent knowledge of Power BI or other data visualization software (such as Infogram, tableau, Canva, etc.
- Familiarity with managing activity Info, RPM (response plan monitoring)

Languages

- English

QUALIFICATIONS & EXPERIENCE

Qualifications.

- University degree, preferably at an advanced level, in a subject area relevant to information management.
- Work experience relevant to this post may be considered as a replacement for formal qualifications.
- Formal training in cluster information management is an advantage.

Experience

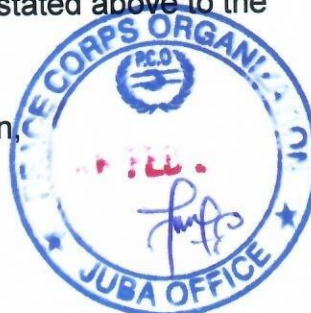
- At least 5 years of progressively responsible humanitarian work experience with the UN and/or NGO, including information management in the first phase of a major emergency response relevant to the cluster.
- Extensive work experience outside the humanitarian sector, which is relevant to this post, may be considered as a replacement for humanitarian experience.

HOW TO APPLY

Interested candidates can send their Applications, updated CVs with at least three referees, copies of their National IDs and scanned copies of their academic credentials via email clearly indicating the position stated above to the

The Human Resource Manager,

Peace Corps Organization South Sudan,



Email; peacecorps@pcosouthsudan.org

Deadline for submitting the application to PCO South Sudan Human Resources department is on 26th February 2025 at 17:00pm CA Time.



NOTE:

- This position is open only for **South Sudanese nationals**.
- **Female candidates are highly encouraged to apply.**
- Only shortlisted candidates will be contacted and applications submitted will not be returned.

