



# Christian Mission for Development

*Transforming Lives, building communities*



## VACANCY ANNOUNCEMENT: INTERNAL/EXTERNAL

Education Project Coordinator, Jonglei State & Greater Pibor Administrative Area, South Sudan

### Background

In partnership with the UNICEF, Christian Mission for Development (CMD) seek to support 47 (45 primary & 2 secondary) schools in order to provide an equitable access to safe, protective and inclusive quality education to 20, 573 (12, 340 girls & 8, 233 boys) vulnerable children in Pibor, Akobo, Twic East and Ayod Counties of Greater Pibor Administrative Area (GPAA) and Jonglei State respectively.

The Education Project Coordinator will be based in the Bor field office and oversee the implementation of the project at the local level in Ayod, Twic East, Akobo and Pibor. He/she will be responsible for managing relevant government and associated partnerships at the state and area levels. He/she will work under the supervision of the Education Project Manager, the MEAL Manager or MEAL Officer assigned to the project; and in close collaboration with the UNICEF regional/zonal office in Bor, Jonglei State.

| Job Description   |  |
|---|--|
| <b>Job Title:</b> Education Project Coordinator (EPC)   | <b>Expected Start Date:</b> 13 <sup>th</sup> December 2021             |
| <b>Reporting to:</b> Education Project Manager  |  |
| <b>Basic Position Description:</b> The Education Project Coordinator will provide direct technical and managerial supervision and support to CMD in ensuring effective and efficient implementation of UNICEF-funded project for Primary and secondary schools in Ayod, Twic East, Akobo and Pibor. S/he will manage all aspects of project planning and quality implementation, including providing technical expertise, project finance and budget compliance, supervising staff tasks and performance, coordinating with partners, monitoring and evaluation, and reporting, building staff and partner capacity, as outlined below. |  |
| <b>Country:</b> South Sudan   | <b>Base/Field location:</b> Bor, with frequent travel to field offices |

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CMD is a registered non-profit, non-governmental, multi-sectoral relief and development organization.  
(CMD South Sudan Charitv Reg. No. RRC-216)

## **Main Roles & Responsibilities**

### **Program Management (70%)**

1. Provide technical support and supervision on efficient and effective implementation of assigned project activities as per work plans, M&E plans, budgets, timeline and contractual obligations.
2. Design relevant technical monitoring and implementing materials to ensure quality project implementation.
3. Manage project team to ensure delivery of agreed deliverables, plans and strategies as per CMD policies, procedures and standards.
4. Ensure project activities are on track, including developing and implementing solutions as necessary.
5. Manage project budgets and spending in accordance with budget variance analyses (BVAs), adherence with donor and CMD procedures and policies.
6. Conduct capacity building and/or mentoring activities for project staff and/or partners as required.
7. Facilitate team building and cohesive working amongst team members.
8. Review and support elaboration of project documents and reports.
9. Maintain project transparency and accountability within CMD team and with donors.
10. Support the Education Manager and Programs Coordinator in relevant tasks of program management, including resource allocation and ensuring appropriate controls are maintained at all levels.

### **M&E and Program Development (20%)**

1. Support development and implementation of mobilization and M&E plans for assigned projects (including databases and data collection; outcome and impact evaluation; success stories).
2. Conduct regular project monitoring, evaluation, documenting and clear reporting on progress of project implementation against indicators and targets and determine corrective measures to improve project delivery.
3. Ensure effective safeguarding and child protection mainstreaming in project design, implementation and evaluation.



4. Support the development and roll out of needs assessments including tools, training and participating at the field level.
5. Develop new project proposals related to Education and Child Protection, building on lessons learned, needs assessments, and coordination with key stakeholders.
6. Oversee timely submission of program reports, meeting institutional and donor requirements, sharing challenges and successes.

#### **External Coordination and Communication (10%)**

1. Represent CMD in coordination meetings, working groups and external relationships in Jonglei State and Greater Pibor Administrative Area.
2. Maintain organizational consistency through maintenance of strong and positive relations with the field team.
3. Liaise with field teams and other relevant external actors (education cluster, self-learning partners, ad-hoc coordination forums) on emerging humanitarian needs and conflict dynamics related to formal education, and where necessary, alert the Education Manager to needs and opportunities for assistance.

#### **Qualifications, Skills and Experience**

- University degree relevant to the secondary education-focused programming e.g. Education Management, Teacher Training, Curriculum Design & Development, Education in Emergencies, etc.
- 5 years of professional experience in implementing education in emergencies programming at the field level with NGOs or other relevant actors in emergency contexts, preferably protracted crises.
- Experience in working in collaboration and external representation including with donors and education coordination meetings.
- Demonstrable experience of project management, and understanding of donor compliance including UNICEF.
- Demonstrable technical expertise in the assessment of, design and delivery of programming in Education in Emergencies, including monitoring and evaluation.

- Strong understanding and demonstrated ability and experience to train others on international standards related to education including INEE Standards etc.
- Demonstrated capacity and experience in capacity building approaches in their technical area (trainings, on the job support, mentoring) including the development of individual capacity building plans.
- Excellent written and verbal communication skills.
- Ability to work with minimal supervision in stressful environments.
- Strong interpersonal and teamwork skills.
- Flexibility and can cope with stressful workload.
- Ability and willingness to travel to the field (including on short notice) when required.



#### **HOW TO APPLY**

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: **HR Department, CMD South Sudan** OR email them to [jobs@cmd.org](mailto:jobs@cmd.org) and [info@cmd.org](mailto:info@cmd.org) NOT later than Monday, December 6, 2021.
2. Applications in hard copies must be bound in one document and sent to the following address: **Christian Mission for Development (CMD)**. Juba, South Sudan. Tongping Area, Juba Na-Bari, Plot No. 157 Block No. III, 3<sup>rd</sup> Class Residential Area, Near Catholic University of South Sudan, Juba-South Sudan.
3. The position is open **only to South Sudanese** nationals and preferably for nationals experienced in crisis response and reconstruction and development work.
4. Only shortlisted candidates will be contacted, and applications submitted will not be returned.
5. Female candidates are strongly encouraged to apply in the interest of gender equality and women empowerment.

**NOTE: APPLICATIONS RECEIVED WILL BE REVIEWED ON A ROLLING BASIS AND THIS POSITION CAN BE FILLED BEFORE THE DEADLINE.**

