



16<sup>th</sup>-January 2024

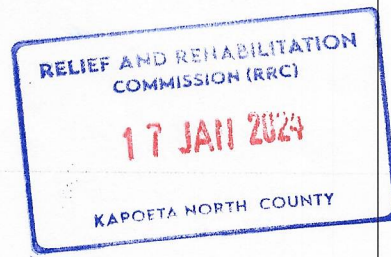
## Job Advertisement

Save the Children is an International Non-Governmental organization that works for the future of children, their families, and communities to realize social equity and dignity in their basic physical and emotional development needs.

SCI is seeking to recruit: -

Location: Kapoeta North, South and East Counties

JOB TITLE: Education Project Officer (3 posts)



### CHILD SAFEGUARDING:

Level 3: the post holder will have contact with children and/or young people either frequently (e.g., once a week or more) or intensively (e.g., four days in one month or more or overnight) because they work country programs; or are visiting the country programs; or because they are responsible for implementing the police checking/vetting process staff.



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SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE



Save the Children

<b>TEAM/PROGRAMME:</b> Education	<b>LOCATION:</b> Kapoeta (One Per North, East and South)
<b>GRADE:</b>	<b>CONTRACT LENGTH:</b> 1 year (Renewable)

**ROLE PURPOSE:**

The education project officer will facilitate and supervise all aspects of Education project implementation at the county level: Supervise distribution of administration, education, and school materials, support teachers' training programs, follow up and monitor activities to make evaluations, and suggest improvements to the project. He is the link between SCI and the government at the county and Payam level State.

**SCOPE OF ROLE:**

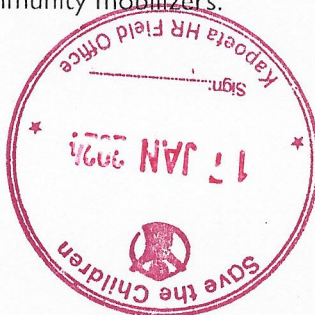
**Reports to:** Education and Child Protection Coordinator

**Staff reporting to this post:** Community mobilizers.

**Direct:** Community mobilizers

**Indirect:** N/A

**Budget Responsibilities:** N/A



**Role Dimensions:**

**Internal:** All Save the Children department colleagues at the CO, state, and field levels.

**External:** All Education partners, and stakeholders including PTAs, CEDs, Head Teachers, Children Clubs, and Chief and Local Authorities at the field level.

**KEY AREAS OF ACCOUNTABILITY:**

The Project Officer for Education will be expected to:

- Work closely with the field manager in implementing and developing all aspects of the



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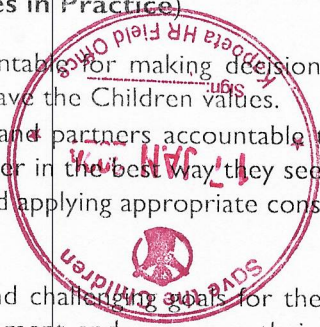
- Compile and submit weekly, monthly, and quarterly work plans and reports to the Project Manager.
- Regularly follow up with schools, identify needs of training, plan training, implement and report.
- Closely work with the Assistant Education Manager in reviewing the status of standard benchmarks
- Plan a joint monitoring visit to schools and facilitate feedback sessions and regular discussion forums with CED officials, Payam supervisors, and School directors.
- Represent Save the Children in South Sudan in meetings, workshops, and activities, particularly at the county and Payam levels. As such, he/she should be well informed on Save the Children policies, practices, and approaches.
- Develop an effective and sustainable bridge between the local Education Authorities and Save the Children in in County and Payam level based on good communication, *representation, and* feedback.
- Establish good relations with the local civil administration and community leaders, particularly the chiefs, sub-chiefs, women's groups, 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 LEAs, community/PTAs, and Save the Children.
- Work with communities to encourage the enrolment of girls and suggest strategies to Save the Children Assist in planning, organizing, and overseeing teacher-training programs and ensure follow-up, monitoring, and evaluation is done to support the teachers.
- Supervise to ensure timely and accurate delivery of material supplies to schools and ensure proper distribution plans and documentation are in place.
- Manage and account for cash/floats for activities such as PTA training and community mobilization workshops, local education authorities' capacity-building workshops, and other components of training programs.
- Lead workshops for teachers, communities, PTAs, children, and others as designated related to the value of education and the links between child protection and education.
- Ensure that all SCISS-supported schools are visited regularly, and data collected and documented.
- Develop a monthly individual activity plan and support the Assistant Education Project Officers in developing similar activity plans for the effective implementation of project activities.

**BEHAVIOURS (Values in Practice)**

- holds self-accountable for making decisions, managing resources efficiently, and achieving and role modelling Save the Children values.
- holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance, and applying appropriate consequences when results are not achieved.

**Ambition:**

- Set ambitious and challenging goals for themselves and their team, take responsibility for their personal development, and encourage their team to do the same.
- widely shares their vision for Save the Children and engages and motivates others.



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- Future-orientated, thinks strategically and on a global scale.

**Collaboration:**

- Build and maintain effective relationships, with their team, colleagues, Members, external partners, and supporters.
- values diversity and sees it as a source of competitive strength.
- approachable, good listener, easy to talk to.

**Creativity:**

- Develop and encourage new and innovative solutions.
- willing to take disciplined risks.

**Integrity:**

- honest, encourages openness and transparency; demonstrates the highest levels of integrity.

**QUALIFICATIONS**

- Bachelor's degree/Diploma in Education Planning and management, Pedagogy, or Education

**EXPERIENCE AND SKILLS**

- Qualified graduate teacher.
- Experience in teaching –training and training of trainers.
- Experience in teaching at the primary school level and school principal.
- At least three years of management experience, including staff management and budget management.
- Excellent written and spoken in English.
- Experience working through systems of community participation.
- Strong Representation, advocacy, and communication skills

**Essential**

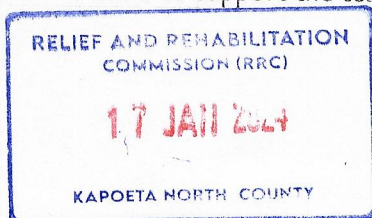
- Adaptability and flexibility
- Ability and willingness to be mobile.
- Computer Skills – word and Excell

**Desirable**

- Adaptability and flexibility
- Ability and willingness to frequently visit schools.
- Computer skills – word and Excel (A MUST).

**Additional job responsibilities**

Work with the community to encourage the enrolment of girls and suggest strategies to save the children Assist in planning, organizing, and overseeing teacher-training programs and ensure follow-up, monitoring, and evaluation is done to support the teachers.



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**Equal Opportunities**

- The responsibilities of this post require the holder to have one-on-one contact with children or young people hence one is expected to carry out the responsibilities of the role in a way that reflects Save the Children's Commitment to Safeguarding Children by the child's protection policy.

**Child Safeguarding:**

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

**Health and Safety**

The role holder is required to carry out the duties by SCI Health and Safety policies and procedures.

