



Plan International  
South Sudan  
Hai Cinema  
P.O. Box 182  
Juba

Tel: +211 956 201 958  
www.plan-international.org

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Approved by  
mgreder  
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## PLAN INTERNATIONAL SOUTH SUDAN

### JOB ADVERT

Plan is an International Child Centred Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Working in 50 developing countries across Africa, Asia and the Americas, Plan has 'One Goal, whose aim is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies.

**Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant positions:**

#### POSITION 1; No. of Vacancy One (1)

Job Title	:	Education Project Assistant
Grade	:	C 1
Tenure	:	6 months
Department	:	Program
Reports to	:	Education Project Officer
Location	:	YEI, CENTRAL EQUATORIA STATE

#### I. Job Summary

The post holder will coordinate the implementation of education project activities in three Payams of Mugu, Otogo and Lainya of rural Yei with more focus on Primary schools. The Assistant project officer will ensure participation of key stakeholders and project team to implement the project as per Plan International standards. The Project Assistant will not have financial decision but has to develop reports and has responsibility to do

National Organisations: Australia Belgium Canada Colombia Denmark Finland France Germany Hong Kong India Ireland Japan Korea Netherlands Norway Spain Sweden Switzerland United Kingdom United States Programme Countries: Bangladesh Benin Bolivia Brazil Burkina Faso Cambodia Cameroon China Colombia Dominican Republic Ecuador Egypt El Salvador Ethiopia Ghana Guatemala Guinea Guinea-Bissau Haiti Honduras India Indonesia Kenya Laos Liberia Malawi Mali Mozambique Myanmar Nepal Nicaragua Niger Nigeria Pakistan Paraguay Peru Philippines Rwanda Senegal Sierra Leone Sri Lanka South Sudan Sudan Tanzania Thailand Timor-Leste Togo Uganda Vietnam Zambia Zimbabwe  
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## II. Key End Results and typical Responsibilities:

- Monitor the implementation of project activities in the primary schools and ensure the communities are mobilized to support the implementation
- Work with the County authorities and local community leaders to ensure recruitment of the volunteer teachers primary teachers where necessary.
- Lead the process of updating the 5ws monthly and quarterly by collecting data and compiling the information.
- Lead the process of establishing PTSA and SMC in primary schools and support the education project officer in the organization of training.
- Prepare reports on filed activities and forward to immediate supervisor or project officer.
- Mobilize communities for meetings, workshops and trainings
- Monitor and follow up the projects activities in the field
- Guide and support PTSA in informing, mobilizing and organizing targeted communities centers and education related meetings and trainings
- Ensure the distribution of learning and teaching materials to the primary schools and provide adequate report on the progress
- Draft filed visit and progress reports. .
- He/she leads the distribution of basic equipment and furniture to the 7 primary schools selected in rural Yei. Desks and blackboards, tables and chairs will be provided to the schools.
- He/she coordinate and support the distribution of teaching materials to teachers
- Coordinate with the County/Payam education authorities and schools the distribution of learning supplies to learners: textbooks for different subjects supplied by the National Ministry of Education and Instruction to the learners.
- Monitor and supervise the management of the books delivered to the primary schools.
- Coordinate and supervise the distribution of learning suppliers to all pupils (bags, exercise books, pens erasers, rulers, others)
- Regularly monitor the utilization of the books and school suppliers distributed
- Write activities reports and submit to project officer for further action.
- Engage the PTSA, community and education officials at Payam and County level in the identification process of volunteer teachers.
- He/she work closely with the County Education Officials in the selection and training process.
- Monitor and mentor volunteer teachers and ensures they are guided and supporting learning.
- Mobilize and engage community leaders and PTSA on awareness activities
- He/she will engage with the County education office in carrying out Back to Learning campaign before the beginning of academic year/term one.
- Support the education Officer in engaging the school administration in identifying important days and work out on how to plan and support the celebration.
- Work closely with project officer and Manager in establishing PTSA in all the primary schools.

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- Engage school administration, teachers and PTSA (parent's teachers' students association) encouraging primary pupils to complete primary circle and transit to secondary schools.
- Lead the process of working out strategies that contributes towards sustainability of the PTSA.
- The Assistant Project Officer will support the Project officer in supporting the monthly PTSA activities: The PTSA members will identify concerns and address recommendations to the project officer and forward to the high level to act on the barriers to education.

### **Safeguarding Commitment.**

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

### **Dealing with Problems:**

- Complexity of problems handled & the degree of investigation, analysis & creative thinking required solving them
- Report on program related problems within the community including suggestions for their solutions.

### **Communications and Working Relationships:**

Working contacts inside and outside the organization: include the purpose and level (high, medium, low) of the contact

#### **Internal**

- Education Project Officer-Supervisor.
- Project Manager on report and communication
- Education Manager
- HR-Personnel
- Programmes Team
- Technical Experts
- Other Plan staff

#### **External**

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- Government Officials/Local authorities
- Other NGOs staff for coordination of services (delivering same message) and avoid duplication. Supervise project staff directly reporting to the incumbent

## 1. Knowledge, skills, Behaviours, and Experience Required to Achieve Role's Objectives

Gained through education, training & experience

### Knowledge

- Diploma in education, social science, community development or psychology with some courses related to Community engagement or work.
- One or two years working experience in the same field

### Technical and Management skills

- Flexibility and ability in the local languages
- Ability in supporting and supervising teachers
- Communication skills
- Interpersonal skills
- Leadership skills
- Devotion, transparency and loyalty to community and Plan.
- Computer skills
- Microsoft Word, Excel and PowerPoint skills

## Plan International's Values in Practice

### We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

### We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

### We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### We are inclusive and empowering

- We empower our staff to give their best and develop their potential

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- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

**Physical Environment and Demands:**

- The job incumbent will be based in Juba, country Office.

**Level of Contact with Children:**

Minimum Interaction with Children.



**Application Submission Details.**

All Applications marked on the right hand corner of the envelope “**Applications for the Position of “Education Project Assistant – YEI”**” should be addressed to:

**HR & OD Business Partner  
Plan International South Sudan  
HAI Jerusalem, Juba - CES.**

**NB: All applications should be HAND Delivered in Hard copies to Plan International office in YEI.**

The closing date for receipt of applications is before close of business on **2<sup>nd</sup> August, 2021**

*Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are encouraged to apply.*

Note: Applications once submitted are not returnable. Only short listed applicants will be contacted.

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