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Position Description	Education Project Officer
Place of Assignment:	Panyagor Field Office- Duk, Twic-East & Bor-South Counties of Jonglei State, South Sudan
Application dateline: 24/02/2026	
Supervisor's title:	Area Coordinator
Supervises:	Hygiene, Sanitation, and Gender assistant project officer, community facilitator, and incentive staff in pre-primary (ECD) centres and LWF supported schools in the three counties
Work Time	100%
Average travel days per year	<input checked="" type="checkbox"/> extensive (more than 20) <input type="checkbox"/> limited (7 - 19) <input type="checkbox"/> little (less than-7) <input type="checkbox"/> none
Content of the position	
Purpose	Lead the Education Project Officer and effectively plan and implement the LWF education Projects. She/he will ensure that the implementation of education activities is implemented and reported according to established LWF Sudan Program guidelines and procedures.
Required Qualifications	<ul style="list-style-type: none"> • Bachelor of arts /BA/ or Bachelor of science/BSc/ in Education • 4 years and above experience in planning, implementation, and monitoring of Education projects in the emergency setting (education in an emergency) and/or the Education sector • Experience in project cycle management is an asset • Demonstrated understanding of community engagement/participatory planning techniques. • Good facilitation and listening skills • Ability to meet deadlines and if necessary, work for long hours when deadlines are tight • Excellent in written and spoken English. • Computer literacy (MS Word, MS Excel, and MS PowerPoint)
Additional Study and Experience	<ul style="list-style-type: none"> • Excellent communication skills and ability to make formal and informal presentations both oral and written, as well as produce professional and analytical reports and learning documents • A high level of interpersonal and management skills and ability to establish effective working relations with various stakeholders. • Must be result-oriented and able to work under pressure and tight deadlines • Work well in a diverse team • Work in remote sites • High level of integrity Applicants are required to be in sympathy with the core values of LWF



LWF Core Skills	<ul style="list-style-type: none"> • Analytical thinking • Initiative • Leadership • Achieving results • Accountability • Working effectively with others 	<p>Level resource Level advanced Level advanced Level resource Level resource Level advanced</p>
Required Skills	<ul style="list-style-type: none"> • Communication • Capacity-building/training • Advocacy • Facilitation / Negotiation • Innovation • Stakeholder Management / Partnership • Networking 	<p>Level advanced Level resource Level advanced Level advanced Level advanced Level advanced Level advanced</p>
Position Environment and Dimensions	<ul style="list-style-type: none"> • Internally, interacts with the Area Coordinator (direct supervisor), and functional supervisor (Not Assigned yet) at LWF Juba Office. Interact with the Jonglei field office Program and Support staff. • Externally, government departments, wider stakeholders, community, community leaders, humanitarian clusters, and financing partners. 	
Main duties	<p>A. Project Cycle Management</p> <ul style="list-style-type: none"> • In charge of the Education Department and responsible for planning and development of concept notes/proposals for education-related projects, coordination, networking, reporting, procuring and distribution of education materials, construction of school's infrastructures, supervision of learning, community resource mobilization, promotion and advocacy of Girl Child Education. Formation and capacity building of PTAs SMCs and County Education Authorities, development of training modules. • Responsible for the implementation of the education activities of both development and emergency projects in accordance with approved time schedules, budgets and LWF/ donor regulations. • Implement Early Childhood Development and primary education in emergency project activities planning and design of Early Childhood Development, primary education activities and measures of achievement and collecting data for LWF/WS education unit performance monitoring plan, especially with regard to ECD and primary education indicators. • Ensuring regular communication and interaction between the Education Sector Management staff and teachers, and the school management committees, Parents Teachers Associations (PTAs), , government education department at county and state level, and other development partners and agencies. • Investigate gender imbalances in education service provision in the primary/secondary education unit, and designing and implementing initiatives aimed at increasing enrolment and 	





improving retention and performance of girls in the primary schools.

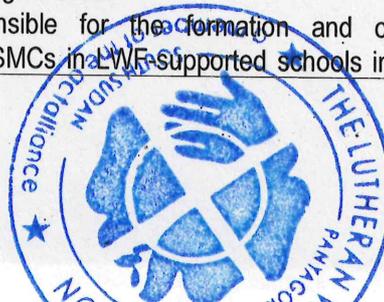
- Being conversant with and using the LWF/WS Programme Strategic Outline, policies and procedures, donor guidelines and agreements, in planning and implementing primary/ECD education unit activities.

B. Monitoring, Reporting and Evaluation

- Monitoring progress and impact of the education intervention through regular school visits, and working with School management committees and PTAs Preparing Reports, tables, graphs and charts on the above information for the purpose of better informing LWF/WS and its partners on trends, status, needs and opportunities for the ECD and primary unit on regular basis as may be required.
- Reviewing work plans and activity plans of the ECD/primary education unit for comprehensiveness, clarity and adherence to LWF/DWS Project goals and objectives.
- Representing LWF/WS Education sector and participating in strategic education coordination and planning discussion meetings.
- To represent LWF and liaise with local, national or government partners at local or state level in coordination meetings and workshops.
- Working closely with stakeholders and other partners to ensure that ECD/primary education unit achievements and lessons learned are properly documented and disseminated to representatives of the education sector.
- Facilitate and participate in external monitoring or evaluation of education projects in coordination with the PMER Department.
- Documenting results, including the processes followed and the support supplied by LWF/WS and present case (study) and research findings at relevant fora.

C. Staff Supervision, Training and Development

- Participating in regular education sector management of overall primary/secondary education unit
- Working with teachers and others to ensure the meaningful participation of learners (children and youth) in all aspects of the ECD/primary education unit.
- Identifying teacher training needs and making proper management for in-service training of teachers.
- Arranging the sharing of ideas between teachers and primary schools and coordinating the work of head teachers, school management committees and school inspectors in the Counties.
- Ensuring effective evaluation of learners to see that ECD centers /Primary schools are in line with the appropriate School Curriculum, and noting changes required in curriculum or teaching methods.
- Responsible for the formation and capacity building of PTAs/SMCs in LWF-supported schools in line with the South



	Sudan guidelines for PTAs/SMCs formation and training curriculum.
Special duties	As may be assigned by the direct supervisor.
Major Challenges	<ul style="list-style-type: none"> To provide mentoring and capacity-building for program staff on education management.

Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office through recruitment.southsudan@lutheranworld.org. Hand delivery is accepted in Panyangor. Applications by email should come with the subject 'Application for Education Officer'. Emails or applications that don't have that in the subject box will not be considered. Offer should be given upon funding approval

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.



Approved for adust

*Approval is here by given
for the adusts on board
and all medias platform*

