



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
 MLPS & HRD
 06 NOV 2019
 MINISTRY OF PUBLIC SERVICE
 UNIVERSITY OF RESOURCE DEVELOPMENT

**PLAN INTERNATIONAL SOUTH SUDAN
 JOB ADVERT**

Plan is an International Child Centered Community Development organisation – 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.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

As an International child-centered community development organization, committed to the wellbeing of children and to supporting the Convention of the Rights of the Child, it does not tolerate child abuse. The institution therefore expects that all its employees and others who work with it have children’s best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

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

POSITION 1; No. of Vacancies One (1)

Job Title	:	Education Project Officer
Reports to	:	Project Manager
Location	:	Pibor

Job Summary

Financial measures or statistics relevant to post such as budget; list of direct and indirect reports

- Manages people, finance and resources at the field level
- Coordinate mobilisation efforts for the smooth implementation of project activities.
- Responsible for work plans, monthly planning and weekly planning
- Responsible for all strategic project reports at the field level which include monthly, quarterly and annual reports
- Leads project monitoring on activities and outputs
- Provides management oversight to all project activities in the field.
- Responsible for timely request for procurements and cash
- Ensure timely reporting on the progress, documenting success stories and gaps that can be used for future concepts development



Typical Responsibilities - Key End Results of Position:

"What" is done and "why", but not "how"; include indicators for success

1. Ensure participation of stakeholders and project team in activities implementation effectively and efficiently in line with Plan International's CCCD standards, with a gender transformative approach.

Key Functions

1. Component of the project : Establishment of semi-permanent learning spaces

- Ensure the mobilization of local resources and plan for implementation of activities.
- Ensure proper distribution and utilization of learning and teaching materials in centers.
- Coordinate the establishment of child friendly temporary learning spaces and latrines.

2. Component of the project: PTA, teacher and clubs training.

- Support the formation of PTA executives to engage communities and school management in mobilization.
- Ensure coordination and conducting PTA trainings to the members on resource mobilization, planning and management.
- Coordinate with education authorities the training of ECD teachers on EiE components and pedagogy including gender and child protection.
- Ensure regulation monitoring of activities running in the centers and provide update to both the authorities and the CO.
- He/she is able to facilitate teachers training, having an experience in engaging authorities at state and county level.
- Participate in education clusters and other related meetings at the field level.

3rd component: Community mobilization and advocacy

- Mobilize community to participate in the extension of 3 and construction of ECD centres with WASH facilities and learning equipment
- Assist project facilitator in the formation and supporting peer support groups in conducting community Awareness Raising and Campaigns on ECD and girls enrolment and retention
- Support the project facilitator in conducting hygiene activities in the centers, schools and communities



Dealing with Problems:

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required solving them

- Working with people from different culture background and attitudes towards child rights and women rights
- Working in a tense environment, tight deadlines and adhoc tasks
- Working in an environment, with predominant harmful gender and social norms, for women and girls especially
- Operating in areas prone to political armed conflicts
- Working with marginalised communities with huge demands for lifesaving support.

Communications and Working Relationships:

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

Internal

- Interacts and coordinates with departmental heads at the country level, and directly reports to Project Coordinator and Education manager.

External

- Education partners at the State and County level
- State and County government officials

Medium

- Community resource people including traditional authorities, youth groups, women leaders and other community key resource people

Knowledge, Skills, Behaviors, and Experience Required to Achieve Role's Objectives:

Gained through education, training, & experience

Knowledge

- Understand development issues, trends, challenges and opportunities and their implication on children and women's rights, as well as on conflict and peace.
- Knowledge of crosscutting issues of gender, environment and protection
- Knowledge on rights focused programming
- Experience with projects dealing with youth participation, and/or women rights and/or peacebuilding in South Sudan.
- Experience with Monitoring and evaluation



Skills

- Demonstrate good oral and written communication skills
- Creative and clearly communicating team vision
- Project management skills
- Facilitation skills
- Social mobilization skills
- Problem and conflict solving skills
- People management skills
- Report writing skills.
- Strong interpersonal skills
- Ability to manage risks
- Lobbying and advocacy skills
- Concept paper and proposal writing

Qualifications and Experience

- A Bachelor's degree or diploma in Education and other related field such as in Development Studies, gender and development, and People Management will be an added advantage)
- 4-5 years working experience
- 2-3 years supervisory experience

All applications marked on the right hand corner of the envelope "Application for the Position of "Education Project Officer" should be addressed to:

The HR &OD Business Partner

Plan International South Sudan c/o Pibor Field Office

The closing date for receipt of applications is before close of business on November 25th, 2019.

*Interested persons can collect the **Plan Application Form** from the field office at the above address.*

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

Note: Only short listed applicants will be contacted and applications once submitted is not returnable.

