

Terms of Reference GESS 2 Programme Officer

Basic Programme Data

Title: Girls' Education South Sudan Programme Phase 2 (GESS 2)
 Operational Area: South Sudan
 Total Duration: 5 years
 Inception phase: 1st May 2019 – 31st July 2019
 Implementation phase: 1st August 2019 – 31st March 2024 (including respective break points)
 Donor: UK Government's Department for International Development (DFID)
 Client: Government of the Republic of South Sudan (GRSS)
 Lead Supplier: Mott MacDonald/Cambridge Education (MM/CE)
 Consortium Partners: BBC Media Action, Leonard Cheshire, Montrose, Windle Trust

Background and Description

South Sudan, the newest country in the world, has some of the worst educational indicators, with education for girls being particularly poor. Only one girl in ten completes primary education and girls comprise just one-third of the secondary school population. There are many barriers (cultural, financial, physical, quality) that are preventing children from enrolment and completing school. The Girls' Education in South Sudan Phase 2 (GESS 2) Programme aims to contribute to removing these barriers and enable a transformative societal change through education.

The GESS2 Programme results chain is as follows:

The **impact** of the Programme will be to continue to transform the life chances of a generation of South Sudanese children (particularly but not exclusively girls) through education, while stabilizing priority areas of the education sector and concurrently seeking to deliver improved quality education. The impact may therefore be permanent, although a long-term impact on the sustainability of the education sector requires positive changes in the context (in particular the economy and the conflict) and the political will of the Government of the Republic of South Sudan.

The **outcomes** of the Programme will be an improvement in girl's educational attainment from that already achieved in GESS1; building further gains on school enrolment, reducing barriers to education and promoting equity in access for all children.

The **outputs** of the Programme will be: Cash Transfers to individual girls; Capitation Grants to schools; Behavioural Change; Learning Groups and Quality Interventions, Accelerated Learning and Livelihoods for adolescents previously without access to education.

The consortium that DFID contracted to manage the Programme consists of Cambridge Education/Mott MacDonald (in the lead) with technical support from - BBC Media Action (BBC MA), Leonard Cheshire, Montrose, Windle Trust.

Job Title	Programme Officer
Reporting to	Programme Manager
Duty Station	Juba, South Sudan
Job Category	Full-time, technical staff.

Job Description

The Programme Officer will be responsible to the Team Leader, Senior Management Team and Communications Manager, to support and facilitate the smooth programme operations, planning and communications. S/he will assist GESS 2 Management Team in operating a service-oriented Programme to assure that all interventions, including those of Consortium Partners and Regional Anchors, are completed within time, quality, and cost parameters. In particular, the Programme Officer will contribute to the implementation of GESS 2 by:

Operations, Administration & Planning:

1. Assisting with preparation sharing and documentation of notes of meetings/workshops including: Weekly Team Meeting, Programme Planning & Review meetings/workshops, Partners' Performance Review Meetings, GESS 2 Annual Review meetings and other relevant meetings.
2. Assisting in processing, documenting and formatting programme documents, -work plans, quarterly reports and programme correspondence.
3. Updating documents in the GESS 2 Server and reminding the GESS 2 team to do the same every Friday
4. Updating/main team planning and leave schedules/tracker for all GESS 2 team and in country movement and sharing it with the team on a monthly basis.
5. Book staff travel tickets using the Mott MacDonald Travel Team service
6. Prepare and brief international consultants on arrival using the arrival checklist for the GESS consultants/visitors
7. Assist with sub-consultants contracting and tracking, and general recruitment requisitions including informing Mott MacDonald/Cambridge Education to raise requisitions
8. Assist conducting of Due Diligence process on potential and existing programme partners
9. Work with the Programme Manager to oversee programme logistics and operations to ensure meeting, workshops and training venues, catering is organized and managed as required.
10. Maintain programme schedules and calendars (leave and meetings schedules and education sector calendar).
11. Update and maintain GESS 2, DFID, GRSS and partners contact list
12. Support Programme Manager and Operations Manager with procurement as required

Communications:

13. Support Communications Manager in managing GESS 2 communications and knowledge management (i.e. ensure all documents are saved regularly on the GESS Server and on cloud) and hard-copy filing system and ensure all files are named, filed efficiently, consistently and systematically. Furthermore, making sure they are up to date.
14. Assist the Communications Manager by taking photos at key events and meetings.
15. Assist the Communications Manager by interviewing GESS 2 beneficiaries and writing stories of change, case studies and social media posts in English (and Arabic as required).

16. Support Communications Manager to ensure GESS 2 and UK-Aid branding is properly, consistently and adequately used, included/displayed on all comms material, email sign-out and business cards.
17. Monitor print and online media on girls' education/education news on daily basis and scanning any GESS 2 related articles for GESS 2 weekly news bulletin.
18. Implement and maintain GESS 2 /MM management systems and processes including: maintaining the logs, files and updating records in prescribed format for subsequent use in the areas of field travel.
19. Ensure GESS 2 has copies of all relevant GRSS, sector policies, partner policies, reports.
20. Contribute to programme progress reports as required and other specific reports upon request.
21. Contribute to programme reviews, research and monitoring and evaluation of the programme as required.
22. Ensure printers (including cartridges, paper), wireless router and laptops are maintained in proper order.
23. Ensure sufficient supply of stationery stocks and proper use.
24. Assists in liaising with government, donor and other partners on meetings, workshops.
25. Oversee office management through liaison with Operations Manager and with support staff to maintain a conducive working environment

Deliverables:

- Ensure preparation, documentation and sharing all Programme meetings including weekly team meetings, monthly programme meetings etc
- Prepare and share programme workshops, meeting, training notes as appropriate indicating clearly the action points and make follow up on them.
- Updating documents in the server and reminding others to do so every Friday.
- Scanning and filling GESS related articles from print media daily.
- Ensure office space are tidy, conducive daily
- Making security check calls for GESS teams who have travelled to the field in the morning and evenings and sending the summary to the TL, Programme Manager and Operations Manager everyday
- Ad-hoc support on project activities and other administrative activities as required

Required Skills, experience and qualifications:

The Programme Officer should have the following skills, experience and qualifications:

- Must hold a bachelor's degree in Communications, Social Sciences, Humanities, or Development Studies and have at least 5 years work experience working within an international development Context.
- Experience of working within an administrative role within a culturally diverse team.
- Experience in working with Donor, Government Institutions and International Organizations
- Efficient and effective user of both Microsoft Office, database management and good typing skills

- Excellent English Language communication skills (verbal, written and presentation skills) essential
- Knowledge of local languages (especially Arabic) essential
- Willing to undertake field travel including to possibly unstable areas
- Confident and capable at working on own initiative, under instruction and of giving instruction
- Problem solving attitude solutions oriented
- Proven experience of producing correspondence and documents
- Excellent attention to detail
- Ability to organize and manage own time and prioritizing workload
- Communicative, flexible, enthusiastic, assertive and positive approach to working within a team
- Used to taking the initiative when appropriate

Equality, diversity, and inclusion (EDI) are at the heart of our organisation. We promote equal opportunities and have initiatives to create an inclusive workplace culture. We are especially keen to hear from female applicants to create a gender balanced team. If you have a disability and would prefer to apply in a different format or would like us to make any adjustments to enable you to apply or attend an interview, please contact us at reasonable.adjustments@mottmac.com and we will talk to you about how we can assist.

Position is open only to South Sudanese nationals.

Please submit your application (including a cover letter stating the position to which you are applying and CV) to: admin@girlseducationsouthsudan.org

Deadline for applications: Friday, 23rd August 2019

Shortlisted candidates will be invited for both oral and written interviews by 27th August 2019

Selected Candidate is expected to be contracted by 1st September 2019