



**Windle Trust
International**

JOB OPPORTUNITY

This position is open to South Sudan nationals only.

Applications are welcome equally from South Sudanese women as well as men.

JOB TITLE:	Regional Cluster Coordinator, ASEP
NUMBER OF POSITIONS	Three (3)
LOCATION:	Juba, Rumbek and Bentiu
Reporting to	Project Manager, ASEP
APPLICATION OPEN DATE	25th November 2024
APPLICATION DEADLINE	13th December 2024, 4:00 pm South Sudan Time

I. Introduction

Windle Trust International (WTI) is a specialist educational INGO that has been operating in South Sudan since 2005. WTI is set to implement an 'Accelerated Secondary Education Programme' (ASEP) funded by World Bank under its '**Building Skills for Human Capital Development (BSHCD) in South Sudan**', being administered by the Ministry of General Education and Instruction (MoGEI). The programme targets 5,000 unqualified/untrained, volunteer teachers who will complete a condensed two-year accelerated secondary education cycle and acquire a South Sudan Certificate of Secondary Education (CSE) to enable them to undertake professional teacher education through pre-service, in-service, continuous professional development trainings or a university degree in education.

WTI has extensive experience in delivering educational programmes in Eastern Africa and the Horn of Africa. We envision a world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the social and economic progress of their communities. We recognize that poverty and inequality in society are deepened and driven by illiteracy and lack of skills, and thus believe in the power of education to transform society. Hence, WTI strives to expand access to high-quality education for communities impacted by conflict, displacement, or discrimination.

II. Job Summary

a. Job purpose

The 3 Regional Cluster Coordinators (RCC) each will be based in **Juba** coordinating activities in the CES, EES and WES; another in **Rumbek** to coordinate ASEP activities in Lakes, WEBG, NBGS and Warrap states; and a third one based in **Bentiu/Rubkona** to support project activities in Unity & RAA, Upper Nile and Jonglei states.

The jobholder will oversee and coordinate the execution of the project and provide technical and operational guidance to the project team in the assigned states (or cluster). Working closely with and under the supervision of the project manager, the Regional Coordinators will monitor the daily progress of the project and will provide detailed updates to project managers and other stakeholders and will coordinate relationships between/among the project team, project participants, and other stakeholders in the target states. S/he will support the SMOGEI-based Focal Persons to organize meetings of relevant stakeholders, facilitate provision of logistics, and order necessary office supplies. responsible for assigning tasks to team members and helping them to understand what's expected from them in terms of project milestones and deliverables



b. Key Roles and Responsibilities

1. Project management:

- Support state-based focal persons to develop implementation plans, coordinate the day-to-day implementation, monitoring and reporting of ASEP project activities in target states.
- Monitor the daily progress of planned activities and provide detailed updates to the project manager and other stakeholders including SMOGEI.
- Support state focal persons and tutors to timely reporting of activities
- Ensure that team members have the supplies and resources they need to complete their assigned tasks on time and within their budget limits.
- Organise reports, invoices, contracts, and other financial records for easy access
- Plan and organize meetings with key state-based stakeholders working with state focal persons
- Assigning tasks to team members and helping them to understand what is expected from them in terms of project milestones and deliverables.
- Coordinate relationships between the project team and project clients
- Responsible for addressing and resolving day-to-day issues and challenges as they emerge and ensures project continuity within target states.
- Support project teams to ensure effective involvement of all stakeholders, especially project participants/beneficiaries, in the planning and delivery of project activities in target states.
- Responsible for consolidating monthly and quarterly progress reports or updates, and any report required by WTI or Ministry of General Education and Instruction, in accordance with donor reporting requirements, and to inform decision-making and problem-solving internally.
- Coordinate with the Logistics office to ensure accuracy of asset inventory.
- Any other tasks relevant to the position as directed by the line manager.

2. Budget and Financial Management:

- Support state-based officers and focal persons to prepare activities budget forecasts in accordance with approved activity budget.
- Ensure timely and transparent reporting and accountabilities with credible evidence for funds advanced for implementation of activities.

4. Monitoring, Evaluation, Accountability and Learning (MEAL)

- Coordinate the conduct of baseline and endline assessments to inform project planning and impact evaluation.
- Monitor the achievement of agreed project indicators, working closely with the M&E team to document outcomes.
- Promote learning and document stories of change and document impact of project.

b. Person specification

a) Required personal qualities

The successful candidate will be expected to meet the following required qualities:

- Demonstrable and effective management capability and skills.
- The ability to communicate effectively and relate easily with staff, project participants/beneficiaries, Ministry of General Education and Instruction (both at national and state levels).
- The ability to motivate and inspire student-teachers to achieve high standards in academic performance, and potentially develop their professional teacher capacities.
- Ability to manage project budgets and oversee financial management and reporting in accordance with approved project budgets, WTI's policies and procedures, and donor requirements.

b) Required professional qualifications

- Bachelor's degree in education, development studies, social sciences or similar, with at least 3 years of relevant experience as a minimum expectation. Master's degree with at least 2 years of relevant experience managing educational projects in an INGO set up will be an advantage.



- Excellent English Language professional proficiency (both spoken and written).
- Competent computer user, with knowledge and experience of Microsoft Office applications including MS Word, MS Excel, MS Power Point (or similar) software packages, internet and email skills.
- Demonstrable experience managing teacher education or alternative education programmes will be an advantage.
- A leadership style which emphasizes good communication and teamwork and promotes education
- Knowledge, skills and experience in relevant budget and financial management.

How to apply:

Submit your CV, letter of motivation, certified copies of academic documents and National ID electronically (by email) to Jobs@windle.org.uk copying Galdino@windle.org.uk or hand-deliver hard copies to WTI Juba Office located in Juba located at Gudele Road opposite Antipas Pharmacy behind Loggo Petrol Station. **Please indicate which duty location (Juba, Rumbek or Bentiu/Rubkona) you are applying for.** Applications must be submitted before or by the **13th December 2024**, and no later than 4:00pm South Sudan time. **Applications submitted after this deadline will be rejected.**

NB: Please indicate on the subject line the position you are applying for

Qualified and experienced females are strongly encouraged to apply.

Windle Trust International has zero tolerance to all forms of sexual exploitation and abuse, human trafficking, child abuse, child labour, discrimination, fraud and corruption. All concerns and complaints regarding safeguarding will be rigorously identified, reported, and investigated by WTI. WTI will carry out thorough background checks to screen applicants and ensure their suitability for the position, and any pending sexual exploitation and abuse (SEA) allegations or abuse will lead to disqualification or termination of the application process.

Windle Trust International does not charge any fee at any stage of recruitment. Do not be cheated! Report any concerns to Management at Welfare@windle.org.uk

NB: Only shortlisted candidates will be contacted.

