



**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.**

<b>JOB TITLE:</b>	Scholarship Officer, ASEP
<b>NUMBER OF POSITIONS</b>	One (1)
<b>LOCATION:</b>	Juba
<b>Reporting to</b>	Project Manager, ASEP
<b>APPLICATION OPEN DATE</b>	<b>25<sup>th</sup> November 2024</b>
<b>APPLICATION DEADLINE</b>	<b>13<sup>th</sup> December 2024, 4:00 pm South Sudan Time</b>

### 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 administer 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 Scholarships Officer will support the delivery of high-quality scholarship services to over 5,000 ASEP learners who will be enrolled in all the ASEP centres. Working as part of a team and under the direct supervision of the project manager, the jobholder will be responsible for administering scholarship applications, recording and notification of outcomes, processing payments of scholarship grants and providing high standard customer service to ASEP learners. The scholarship officer will also coordinate the transition of the ASEP learners who complete S4 by connecting them to national teacher training institutes (NTTIs) to under Diploma courses in Education. S/he will work closely with the Project Manager to ensure that the learning needs of ASEP learners are attended to in a timely manner so that they don't drop out of the course.

#### b. Key Roles and Responsibilities

##### 1. Project management:





- Develop scholarship management plans and lead the implementation of day-to-day scholarship support for select ASEP learners across project locations.
- Develop selection criteria to be used for identifying and selecting vulnerable ASEP learners who will require some scholarship support to complete the ASEP cycle as well as those requiring support to transition to NTTIs.
- Work closely with the Project Manager to plan for the day-to-day implementation of scholarship support including preparing budget forecasts for planned activities.
- Maintain proper documentation or records of all scholars under the project.
- Provide monthly operational and implementation updates/reports to the project manager on the status and welfare of the scholars, highlighting project progress and emerging challenges or issues to allow for timely interventions and corrective actions.
- Responsible for addressing day-to-day issues and challenges raised by ASEP scholars as they emerge or escalating them to management for further consideration.
- 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.
- Any other tasks relevant to the position as directed by the line manager.

## **2. Operational and Financial Management:**

- Support state-based officers and focal persons to prepare activity budget forecasts in accordance with approved project budget.
- Ensure timely and transparent financial reporting and accountabilities with credible evidence for all funds advanced to you for implementation of scholarship support.
- Make payment plans and requests to finance in accordance with project budget for supporting ASEP scholars.
- Organise reports, invoices, contracts, and other financial records for easy accessibility.

## **3. Monitoring, Evaluation, Accountability and Learning (MEAL)**

- Coordinate and conduct regular/periodic monitoring visits to various ASEP centres across project locations to follow up progress of ASEP learners who receive scholarship under the project.
- Promote learning and document stories of change or ASEP impact of project on the lives of the learners and their aspirations for the future.
- Maintain proper monitoring records/reports and database of all ASEP learners

## **III. 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, Business Administration, Project Planning and Management 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 including scholarships in an INGO setup 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.

**IV. 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](mailto:Jobs@windle.org.uk) copying [Galdino@windle.org.uk](mailto: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. Applications must be submitted before or by the **13<sup>th</sup> 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 [Wti@windle.org.uk](mailto:Wti@windle.org.uk)**

**NB: Only shortlisted candidates will be contacted.**

