



Approved
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Lafth 25/11
2024

**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:	Project Manager, ASEP
NUMBER OF POSITIONS	One (1)
LOCATION:	Juba, Central Equatoria
Reporting to	WTI's Director of Programmes
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 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 jobholder will manage and oversee all aspects of the World Bank-funded ASEP Project including planning, implementation, monitoring and reporting, in addition to managing project budgets, financial, human and material resources of the project, working closely with, and supervising a dedicated project team including Regional Cluster Coordinators, project Officers, to achieve planned project outputs, outcomes and impact within agreed timelines. The position will be Juba-based with at least 25% of staff time spent on travels to field locations and occasionally outside the country where required.

b. Key Roles and Responsibilities

1. Project management:

- Lead and manage the day-to-day planning, implementation, monitoring and reporting of ASEP project activities.
- Monitor project progress and set or follow agreed deadlines for specific project tasks and activities to be achieved or completed.



- Lead and supervise Project Coordinators, Officers, Technical specialists, Volunteers and other support and auxiliary staff, and ensure their effective performance, productivity, safety and wellbeing.
- Responsible for addressing and resolving day-to-day issues and challenges as they emerge and ensures project continuity.
- Ensure that all stakeholders, especially project participants/beneficiaries, are effectively involved in the planning and delivery of the project.
- Responsible for drafting monthly and quarterly progress reports or updates, and any report required by World Bank or Ministry of General Education and Instruction, in accordance with donor reporting requirements, and to inform decision-making and problem-solving internally.
- Ensure documentation of best practices and challenges to generate materials for strategic direction of further implementation of project.
- Ensure that procurement and distribution of materials and equipment is done in a timely manner and in line with WTI policies and procedures, and in collaboration with the Procurement and Logistics department.
- Coordinate with the Logistics office to ensure accuracy of asset inventory.
- To support capacity strengthening of MoGEI officials both at State and National levels with a view of handing over the project to MoGEI after delivering the first two-year phase of the project.
- Any other tasks relevant to the position as directed by the line manager.

2. Project Planning and Implementation:

- Work closely under the supervision of the Director of Programmes to ensure proper planning and day-to-day implementation.
- Ensure timely implementation of the planned project activities.
- Provide regular operations and implementation updates on project progress and challenges to allow for timely interventions and corrective actions by management.
- Participate in the development of new project proposals.

3. Budget and Finance Management:

- Manage project budgets, acting as 'Budget Holder' and guided by monthly budget-versus-actuals (BVA) reports.
- Ensure timely and high-quality budgets preparation by Project Officers in line with the activity work plan.
- Ensure timely budget implementation and effective budget performance in line with the approved project plans and budgets.
- Ensure that accountability reports are submitted correctly and timely.

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

- Lead the conduct of baseline and endline assessments to inform project planning and impact evaluation.
- Develop key performance indicators (KPIs) and monitor the achievement of the same with support of the MEAL team.
- Closely work in collaboration with MEAL colleagues to monitor and report project achievements and maintain relevant project data.
- Promote learning and report stories of change and document impact of project.

5. Human Resources Management

- Overall responsibility for managing a dedicated project team with Line management responsibility for three (3) Regional Cluster Coordinators and MoGEI-based Technical Adviser.
- Supervise day-to-day performance of the direct reports, and ensure their motivation, productivity and wellbeing, and supporting them to set their annual performance objectives and targets.
- Conduct annual performance appraisals for direct reports in accordance with WTI performance management policies.



III. Person specification

a) Required personal qualities

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

- Demonstrable and effective leadership and 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 5 years of relevant experience as a minimum expectation, and/or master's degree with at least 3 years of relevant experience managing educational projects in an INGO set up.
- 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.
- Proven success in leadership and management of curriculum and teacher education programme will be an advantage.
- A leadership style which emphasizes good communication and teamwork and promote 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. 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.

