



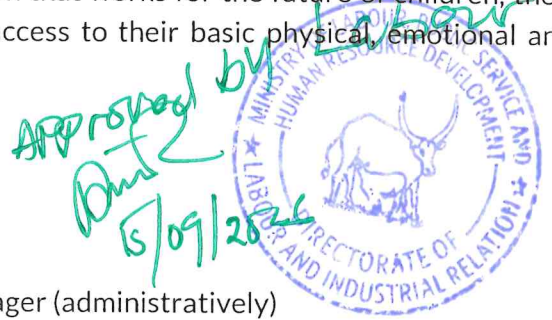
Save the Children

Job Advertisement

Save the Children is an international non-governmental organization that works for the future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs

SCI is seeking to recruit: -

Job Title: Education Coordinator
Location: Bor
Reports to: Project Manager (technically) and Field Manager (administratively)
Staff reporting to this post: Education Project Officer.
Contract Period: 6 months (renewable)



JOB PURPOSE:

The Education Coordinator will assist Programme Manager in ensuring the effective implementation, coordination, supervision and representation of programme activities as required and/or designated by the Programme Manager. Under the supervision and technical support of the Programme Manager, the Education Coordinator will work as part of SCI Education team to provide technical support and guidance to partners guidance to SCI project staff and supervise the overall implementation of the project.

In the absence of the Programme Manager the post holder will manage the programme team and assume all other technical programme activities as they relate to the project. He/she will support the Programme Manager in day-to-day program management.

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.

The Education Coordinator will work closely with State Ministry of Education, respective targeted schools and implementing partners to strengthen and build their capacity to deliver, manage and coordinate the program. He/she will ensure that all girls and boys learn and are safe in a quality learning environment. By improving school access and retention for girls and boys, out-of-school children and children with disabilities. The coordinator will nurture and maintain relationships with stakeholders inclusive of the Education Cluster as the State Cluster Co-Lead, County Education Departments (CEDs) officials, State Ministry of Education, Schools Teachers, School management Committees and PTAs in learning centers, to ensure timely, to budget and quality programme delivery. The Education Coordinator will collaborate and liaise with colleagues from CP and MHPSS and all other relevant structures within Save the Children to ensure efficiency in programme delivery and full integration



KEY AREAS OF RESPONSIBILITY/DELIVERABLES:

Project Management; Programme delivery, management and quality assurance

- Coordinate partnerships and take lead in ensuring the implementation of SCI self-implemented activities in the Education MYRP.
- Provide technical support and guidance to staff & partners to strengthen their planning, implementation, monitoring, evaluation and reporting systems on all Education programme activities.
- Oversee and guide the implementation of project activities carried out by implementing partners.
- Monitor partner project progress by engaging in monitoring visits and producing signed off monthly/quarterly monitoring reports.
- Identify partner capacity needs and report to technical managers, MYRP_ECW-GPE PM & Field Manager for support.
- Support programme management through consulting with implementing partners and staff on annual plans & budgets, generating program DIPs, Procurement Plans, budget phasing, monthly forecasts.
- Facilitate joint planning meetings & visits with CP & CRG Coordinator & MEAL team to ensure integration of program activities and efforts.
- Support monthly updating of the IPTT and Output tracker by MEAL team through liaising with partners and officers for information.
- Ensure financial compliance of activities in Education with approval of the respective line managers.
- Participate in budget monitoring by reviewing monthly BVAs and providing feedback for reclassifications, recording and/or other amendments.
- Support partners in producing quality monthly narrative reports and provide MYRP_ECW-GPE PM with information for the compilation of biannual and annual Education program reports to Member and/or Donor.
- Participate in the development of proposals in the department as and when necessary
- Liaise with other Coordinators and Project Officers from other sectors in the field to achieve maximum integration of projects and to further the aims of child rights programming and securing quality and safe learning environments.
- Lead in submitting timely program supplies requests for procurement to be initiated and supplies are delivered on time.
- Ensure Education staff have required capacity and support them through coaching and mentoring in building their capacity.
- Ensuring compliance with donor requirements as well as Save the Children HR, Finance and Procurement procedures and other SCI country policies.
- Ensure that staff and partners provide programme beneficiaries with ongoing, age-appropriate verbal or written information in relevant languages about the behaviour they can expect of staff and representatives, in line with the Child Safeguarding Policy and Code of Conduct; and how to raise concerns

Coordination, Representation and Advocacy Support

- Establish, nurture and maintain strong and positive relationships with the State Ministry of General Education and Instruction (MoGEI), relevant Departments, implementing partners and Education Cluster stakeholders within the State for information sharing, exchange of knowledge and coordination of Education programming in the State.
- SCI representation and participation in the State Education cluster meetings and other related Interagency education coordination forums.
- Participate in Interagency multi-sectoral needs assessments in the State in response to humanitarian/emergency situations and other programming related assessments.
- Facilitate advocacy processes on Education related issues within the State inclusive of Safe Back to School Campaigns, Teacher Professional Development advocacy needs and others emanating from the programme.
- Identifying opportunities for cooperation with Government departments and other development agencies in the State and participating in State network engagements related to programme activities
- To attend, participate and contribute in relevant national, regional and international forums as assigned by the line manager.



Performance Management and Capacity Building

- Manage, lead and motivate direct reports staff around responsibility, ensuring they have clear objectives and receive meaningful and constructive feedback on their performance regularly including through quarterly, semi-annual and annual staff appraisals of staff reporting to her/him in collaboration with the human resources department.
- Create and maintain a cooperative and positive working environment where staff have clear roles and responsibilities, participate in decision making and are supported in progressing towards their objectives.
- Assess/review the human resource needs when appropriate and participate in staff recruitment and performance review process as needed by the organization

Documentation

- Document key project processes, lessons learnt and significant change stories for institutional learning and sharing with internal and external stakeholders.
- Ensure collection and compilation of upto date accurate data in the Education project for continuous tracking of program results and impact.

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Build and maintain effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest encourages openness and transparency



QUALIFICATIONS AND EXPERIENCE

- University Degree in the field of Education. A master's degree will be an added advantage
- Certification and experience of Program/Project Management.
- Experience of working with and for the Education Cluster and working with both Government, humanitarian and development partners a great advantage
- At least 3-5 years' experience in a similar role in an NGO environment working in child centered development programs.
- Extensive experience working with local partners in South Sudan
- Strong interpersonal and networking skills with excellent written and spoken English
- Eligibility to work in Lakes State and within counties is supported by the programme



EXPERIENCE AND SKILLS

Essential

- A minimum of 3 years relevant work experience in an environment dealing with Education, child development, child rights and child participation issues and ability to work within multi-cultural environments.
- Demonstrable experience in integrated programming and project management.
- Computer-literate, particularly in Word, Power Point and Excel.
- Fluency in written and spoken English and other vernacular languages of South Sudan mainly Dinka.

Desirable

- Experience in a similar role in an NGO environment working in child centred development programs.
- Good interpersonal and advocacy skills, flair for report writing, excellent public relations and ability to network.

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Child Safeguarding and Code of Conduct:

The post holder will adhere to Save the Children's Child Safeguarding Policy and Code of Conduct set out. Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards which all staff members must adhere to:

FURTHER INFORMATION & HOW TO APPLY:

Application Information:

Please attach a copy of your CV, ID/ Passport and cover letter with your application and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at [SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com)

Or Drop hand Copy to Save the children International Office Hai Malakal or SCI Field Offices

Please attach the following documents

- Application letter/Cover letter
- ID/ Passport
- CV
- Education Qualifications/ Transcript and Certificate.

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face difficulty accessing the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR technical support.

Deadline for submitting applications: (2nd Oct 2026)



Approved by Labour
15/09/2026

