



**THE LUTHERAN WORLD FEDERATION, WORLD SERVICE
SOUTH SUDAN COUNTRY PROGRAM**



Position type: Advertisement For the position of Project Officer - Education
Number of Position: 1
Duty Station: : Magwi County in Eastern Equatoria State
Contract type: Fixed term with possibility of extension depend on funding & performance
Report to: Project Manager
Employment start date: August
Advert Closing deadline: 4th July 2023

JOB ROLE:

The Project Officer-Education will be Responsible for assisting the Project Manager (PM) in managing the implementation and development of all aspects of the education programme in Magwi County of Eastern Equatoria State.

BACKGROUND:

The Lutheran World Federation/Department for World Service (LWF South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members.

KEY RESPONSIBILITIES:

- Setting short- and medium-term education unit program plans in liaison with the Project Manager, Area Coordinator and plans and monitors performance against those plans.
- Assisting with planning and design of education activities and measures of achievement and collecting data for LWF education unit performance monitoring plan, especially with regard to education indicators.
- Ensuring regular communication and interaction between the County Education department, staff and teachers, and the school management committees, parent teachers association (PTAs), government education department and other development partners and agencies.
- Investigate gender imbalances in education service provision, designing and implementing initiatives aimed at increasing enrolment and improving retention and performance of girls in the schools.

- Keeping the Project Manager apprised of emerging issues within the schools, and involving the School Management Committees and Parents Teachers Association as required in a timely manner.
- Being conversant with and using the LWF/WS Programme Strategic Outline, policies and procedures, donor guidelines and agreements, in planning and implementing education unit activities.
- Take lead role in back-to-school mobilization campaigns by engaging all community structures in the community.
- Monitoring progress and impact of the education unit through regular school visits, and providing management committees and the Parents Teachers Association (PTAs).
- Preparing Reports, tables, graphs and charts on the above information for better informing LWF and its partners on trends, status, needs and opportunities for the education on regular basis as may be required.
- Reviewing work plans and activity plans of the education unit for comprehensiveness, clarity and adherence to LWF Project goals and objectives.
- Representing LWF Education sector and participating in strategic and planning discussion meetings.
- Working closely with stakeholders and other partners to ensure documentation and dissemination of education unit achievements and lessons learned.
- Participating in regular education sector management of overall education unit
- Working with teachers and others to ensure the meaningful participation of learners (children and youth) in all aspects of the education unit.
- Identifying teacher-training needs and ensuring proper management for in-service training of teachers.
- Arranging the sharing of ideas between teachers and schools and coordinating the work of head teachers, school management committees and school inspectors in the county.
- Ensuring effective evaluation of learners to see that schools are in line with the appropriate School Curriculum, and noting changes required in curriculum or teaching methods.
- Assist in conducting education unit staff performance appraisals every term, or as directed by the Project Manager and Area Coordinator.

Qualification and Experience:

- Minimum of Bachelor's Degree in Education from a reputable institution
- Work experience of not less than 5 years in Education department
- Experience of working with NGOs in education department
- Ability to competently complete the assigned tasks and work under pressure with minimal supervision
- Experience in managing a culturally and nationally diverse team.
- Strong computer skills in Microsoft excel, word, outlook, power point

Application Process:

All applicants must send their application letter and updated CV and supportive documents attached in English to the Human Resource office by email address lwssdrecruitment@gmail.com and hand delivery to LWF Compound Magwi Opposite Catholic Church. Only shortlisted candidates will be called for interviews

Child Safeguarding:

LWF is a participatory organization of the inter-agency scheme for the disclosure of safeguarding related misconduct. For more information, please go on website: <https://misconduct-disclosure-scheme.org/>. I agree that related reference checks to be done by the LWF Office for Human Resources





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Advertisement For Internship Positions

Positions: 2

Periods: 4 Month

Reporting to: Project Officer.

Duty Station: Magwi and Torit.

Dateline 23/06/2023



Livelihood Project Assistant Intern:

The livelihood intern needs to have a clear understanding of her roles and responsibilities so that she is able to adequately perform her assigned task in a given period.

The aim of this internship opportunity is help in providing young graduate with a necessary practical skill in an area of their profession. By the end of the internship period, the young gradate will acquire necessary experience which will help them in his/her future endeavors.

The second importance for this internship is to also help in ensuring that project results in term of livelihood component is properly documented.

The intern will be operating at LWF's Country's main office, fully supervised by Project Officer.

Roles and Responsibilities.

- Train female heads of households on business skills (recording keeping, calculation of profit, loose and capital, business strategies etc
- Conduct on- job coaching to youth and female heads of households to enhance their business productivity.
- Conduct meeting with Mutual support and peer accountability committee (MSPAC) to understand their challenges and chart the way forward.



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- Take part in the training of the vegetable farmers to tackle the aspect of sale and record keeping for the farm products
- Assist the project team in conducting monitoring small business activities of youth and women to document the human-interest stories.
- Compile field reports and share it with the project Officer.
- Enter the data as collected during the monitoring.
- Do any other task as assigned by the project team.

KNOWLEDGE SKILLS, AND ABILITIES.

Knowledge, Skills And Abilities:

- Considerable knowledge, Principles and Practices of Livelihood Project Assistant Intern.
- Extensive knowledge of Business Administration.
- Sound Mind, Oral, written and analytical skills.
- Ability to learn, focus, establishing and maintain effective working relationship with employees in the office.



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MINIMUM QUALIFICATIONS, EXPERIENCE AND TRAINING:

- Degree/Diploma in Business Administration or Economic
- Must be a Fresh graduate from a Recognized Universities from South Sudan or in the region, priority will be given to those who graduated from the national universities within the country.
- Someone with willingness to volunteer while using the knowledge s/he has to support her/his community.

All applicants must send their application letter, updated CV and supporting documents to NCA Compound Torit or Magwi field office, which shall be Registered at the Gate Indicate Clearly the Location On the Envelope

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MISCONDUCT DISCLOSURE



NB. FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.