



Windle Trust International



Date: 28th May 2020

Location: Guit Unity State

Job Title: County Education Officer

Reports to Project Manager with dotted line to M&E Coordinator

Key Roles and Responsibilities

- Support access to Early Childhood Development (ECD), primary education, Alternative Education System, and secondary education for all learners through improved school and learning infrastructure and provision of WASH facilities, dignity kits, learner's kits, assistive devices, as well as community engagement, awareness raising on education, protection and COVID-19 risks prevention interventions;
- Support quality, retention and transition of education through teacher's training and support of school leaders and managers, Parent Teacher Associations/School Management Committee/Board of Governors, distribution of teaching and learning materials as well as provision of MHPSS literacy to teachers and support to learners, including young mothers;
- Pursue protection by ensuring school safety, undertaking Gender Based Violence risks mitigation, mine risk education and Mental Health and Psychosocial Support delivery in the learning spaces and community;
- Mainstream gender and inclusion through community awareness, teacher's training and support to learners;
- Develop and maintain effective working relationships with local education authorities and NGO partners, representing Community In Need Aid (CINA) in any partner meetings in the county;
- Provide timely, concise, action-oriented reporting and communications on a scheduled and ad hoc basis to keep CINA management informed and aware of the project implementation;
- Review and ensure timely submission of finance and logistics reports from the field site as required;
- Proactively identify, assess, monitor and implement measures to reduce or control risks that may impact field operations and project delivery;

- Act as Security Focal Point for area of operation, and own and oversee implementation of Security Management Plan, adherence to standard operating procedures and scheduled review of measures;
- Ensure the provision and management of adequate facilities and office services, including office and living space, Information Community Technology (ICT) and office equipment, administration, and budget planning and management;
- Provide constructive supervision of finance Assistant, Monitoring & Evaluation Assistant and ensuring adherence with policy and procedure and responsiveness to project needs;
- Document and address breaches of policy and disciplinary issues in coordination with the HR Officer in a professional manner and in line with the letter and spirit of the relevant policy;
- Lead field-level strategic initiatives and cross-team efforts as assigned, such as beneficiary complaints and feedback, joint assessments, context analysis and emergency response;
- Perform other tasks as may be assigned to him/her by the supervisor (s).

Job Requirements

- Degree in Education;
- At least 3 years' experience working with NGO in education service delivery in South Sudan.
- Demonstrable operational skill and experience in low-resource, deep field settings;
- Demonstrable ability to lead, motivate and support teams in challenging environments;
- Excellent planning and organizational skills and capabilities;
- Excellent interpersonal and representational skills;
- Safety and security aware, driven and self-starting, resilient and emotionally intelligent;
- Fluent in spoken and written English, additional languages an advantage.

If you meet the criteria, you should submit your motivational letter and CV to Jobs@windle.org.uk not later than 16th June 2020. Hand delivered applications won't be accepted due to prevalence of COVID-19

Windle Trust International is an equal opportunity employer; qualified women are encouraged to apply.

