



Save the Children

15 December 2023

Re-Job Advertisement

Save the Children is an international non-governmental organization that works for a 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: Akobo East

Reports to: Education Thematic Programme Manager

Contract Period: Subject to funding

CHILD SAFEGUARDING:

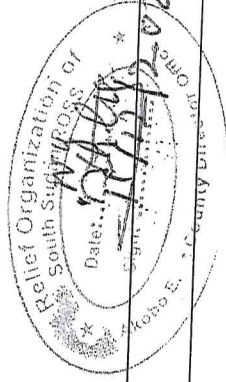
Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.

The Education Coordinator will assist Education Thematic Programme Manager and Senior Norad, SIDA, DANIDA Programme Manager in ensuring the effective implementation, coordination, supervision and representation of Norad Framework Education activities as required and/or designated by Senior Norad Programme Manager in Akobo East County in Jonglei State Under the supervision of Thematic Programme Manager and the Norad Programme Manager, the Education Coordinator will work as part of SCI Norad Framework Education team to provide technical guidance to programme and partner staff and supervise the overall implementation of the project in Akobo East County.
In the absence of the Education Thematic Programme Manager and Norad Programme Manager the post holder will manage the programme team and assume all other technical programme activities as they relate to the project in Akobo East County. 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.

Reports to: Education Thematic Programme Manager

Budget Responsibilities: Yes

SKILLS AND BEHAVIOURS (SCI Values in Practice)



Pass by RRC Coordinator
Nhial Lew Nyuot

- Based on needs assessments and gap analyses develop and regularly update a Cluster state response plan to respond to the identified needs and fill the identified gaps.
- Ensure effective links with other Clusters at the state level, particularly Child Protection and WASH, and address cross-cutting issues, with a particular focus on gender equality and adolescents and youth.
- Contribute to contingency planning as required.
- Provide a monthly update of the needs, and ongoing and planned interventions in the County and state and share with all Cluster members in the County and with the State Education Cluster.
- Represent, or identify an appropriate representative, for the Education Cluster in Inter-Agency Rapid Needs Assessments (IRNAs) in the County.
- Support advocacy campaigns, especially cross-sectoral advocacy on issues like humanitarian space and access, needs-based assistance, impartiality, and neutrality of the humanitarian response.
- Contribute state-specific information and data to the development of funding proposals at the national level when requested.
- Actively collect information (including photos when possible) and conduct the verification on the occupation and vacation of schools by IDPs and armed forces and groups.
- Support the SMoEST in advocating, coordinating, and reporting on educational issues such as primary and secondary examinations, school registration, teacher payments, and similar.

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 up-to-date accurate data in the Education project for continuous tracking of program results and impact.

Child Safeguarding

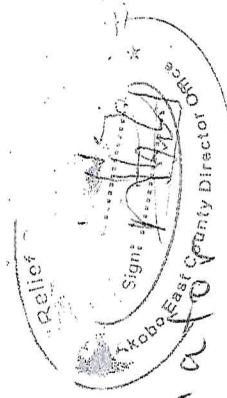
- Ensure that staff provide programme beneficiaries with ongoing, age-appropriate verbal or written information in relevant languages about the behavior they can expect of staff and representatives, in line with the Child Safeguarding Policy and Code of Conduct; and how to raise concerns.
- Ensure children and their communities are aware of conduct to expect of SC staff and how to raise concerns.

Any other duties as assigned by the line manager.

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.



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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:

- Builds and maintains 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.

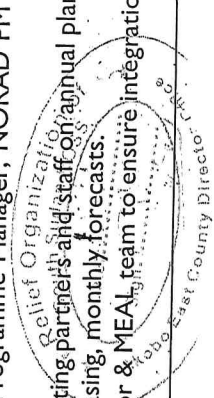
QUALIFICATIONS

- University Degree in the field of Education, Program/Project Management or equivalent.

KEY AREAS OF ACCOUNTABILITY

Programme Management

- Coordinate partnerships and take lead in the implementation of SCI self-implemented activities in the Education NORAD program.
- 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 Education Thematic Programme Manager, NORAD 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.



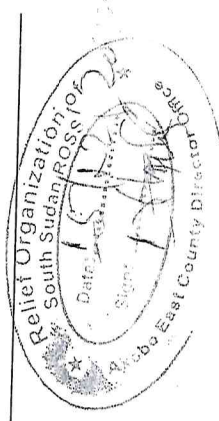
- Support monthly updating of the IPTT and Output tracker by MEAL team through liaising with partners and officers for information.
- Ensure financial compliance of activities in Education with approval of the respective line managers.
- Participate in budget monitoring by reviewing monthly BVAs and providing feedback for reclassifications, recoding and or other amendments.
- Support partners in producing quality monthly narrative reports and provide NORAD 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 SCl country policies.
- Ensure that staff and partners provide programme beneficiaries with ongoing, age-appropriate verbal or written information in relevant languages about the behavior 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.
- SCl 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.

Jonglei Education Cluster Co-Lead

- Co-chair regular and inclusive Education Cluster meetings in the County
- Invite all humanitarian education partners in the state to Education Cluster meetings, take attendance and provide all members with meeting minutes, the updated contact list, and other supporting documents.
- Ensure that the engagement of the partners provides a timely, effective, and quality response to the needs in the state.
- Represent the Education Cluster in inter-Cluster meetings and other County coordination fora as relevant.



Desirable

- Experience in a similar role in an NGO environment working in child centered 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;

Child Safeguarding:

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.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

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

Application Information:

Please attach a copy of your CV 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 \(oraclecloud.com\)\)](#)

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 to access 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: 3rd, Jan 2024.

Cc: Coljobadvert@gmail.com; [\(National Ministry of Labour email Address Juba\)](#)

