

**Community Aid for Relief and Development (CARD)**

**AIC/ICCO Compound, Hai Tarawa, Juba**

**Email:cardsouthsudanprogram@gmail.com**

**Date: 28th- September 2021**

**Vacancy/Job Advertisement**

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| Position | Education Project Officer |
| Duty stations | Tambura County, Western Equotoria |
| positions | 2 |
| Duration | 9 Months |
| Deadline for submission | 14th- October 2022 |

**CARD Background**

CARD was legally registered by the Ministry of Justice and South Sudan Relief and Rehabilitation Commission (SSRRC) in 2011. We are a leading national Humanitarian and Developmental organization prioritizing in areas of Food Security and livelihood, WASH, Education, Health to tackle the convulsive crisis affected vulnerable communities through community mobilization, capacity building advocacy and empowering them at the grass root level. CARD works to build relations with communities and other actors to enhance our understanding of the local context and the multiple stake holders. CARD is currently implementing South Sudan Humanitarian Fund project in Ezo, Tambura and Nagero Counties of Western Equatoria State.

**Job brief**

Works under the direct supervision of the Education Project officer to ensure quality planning, delivery of Project activities, utilization of financial and other resources, monitoring and evaluation as well as manages project staff, fosters strategic relationships/partnerships with ministry of education, science and technology and other relevant ministries, departments and or agencies, children/students, teachers, school committees and community based structures.

**Role and Responsibilities**

* Establish good working relationship with district authorities, communities and schools that are supported by the project
* Work closely with EPM to develop, implement and monitor quarterly, monthly and weekly project activity plans to achieve expected results.
* Contribute in the preparation of budgets, raising procurement requests and supporting the education project team in planning for activities with clear objectives.
* Work closely with the Education Project Manager in assessing and analyzing key issues/challenges in the project implementation and determine appropriate actions.
* Coordinate on planning and capacity building training workshops for project beneficiaries such students, teachers, school committees, parents, etc.
* Work in a team approach to foster good working relationship with fellow staff, government and non-government partners as well as other beneficiaries of the project
* Work closely with MEAL team to ensure that all project information/data is properly and regularly collected, checked and shared with EPM
* Provide timely and quality inputs into monthly regular award reports as well as preparation of internal and external/donor reports
* Participate in team reviews of results and program progress and/or project evaluation when and as requested
* Represent CARD in relevant education forums as agreed with the supervisor in a professional manner.
* Liaise with other stakeholders, including head teachers, school teachers, local leaders and Collaboration with other team members across to ensure synergies and consistency in our project approaches.

**Safe guarding policies**

* Follow the CARD Code of conduct
* Ensure staff, beneficiaries and associate are aware of reporting mechanisms and maintain confidentiality of safeguarding concerns reported

**Requirements and skills**

* University or College qualifications and minimum of three years’ professional experience with education projects/programs.
* Demonstrated knowledge and understanding of child rights and experience of implementing/managing child protection and child rights governance interventions.
* Proven technical knowledge and skills in the field of participatory development, child participation and girls’ education.
* Fluency in English (a local language in the location is an added advantage
* Strong Strong organizational and interpersonal skills and ability to work collaboratively with others
* Strong report writing skills
* Good computer skills (MS Office, including Outlook for email) 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;
* sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same;
* widely shares their personal vision for CARD, engages and motivates others
* builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters;

NB: Female candidates are strongly encouraged to apply. Because of the urgent need of the position we may recruit the ideal candidate before the deadline.

**How to Apply**

**All applicants should include CV, all relevant copies of official documents and should be submitted by Email at: community** **cardsouthsudanprogram@gmail.com**