OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**EDUCATION OFFICER**

Reporting to Education Coordinator

Internal Job Grade D 2 National

Contract type Fixed term contract

Location Juba South Sudan

Reporting to: Education Program Coordinator

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| **DIMENSIONS:**   1. Work pattern is often routine 2. Required to make sound judgements regularly within agreed processes using technical knowledge, a good understanding of the team and the facilities of the team. 3. Communication largely with internal staff, also with some external contacts / target audiences to support operational work. 4. Analysis and internal communication of the locally relevant context to inform appropriate planning 5. Some analysis and communication of the wider context 6. Contributing to project/ program budget planning, procurement plans, and monitoring 7. Ensures the effective planning and delivery of project and / or defined areas of program, including working with partners 8. Problem solving activities related to a defined area, such as a limited geographical area or limited program sectional area using professional or technical knowledge 9. Makes complex technical information accessible and useable by non-specialist within a defined area 10. Some negotiation and representation with local authorities 11. Develop a shared analysis of local issues, contacts and key players   . |
| **KEY RESPONSIBILITIES:**  To provide technical guidance and professional support in the delivery of quality Education activities.   * Ensure that all the monitoring tools are filed, collected and compiled (entered) in to the data base for analysis by the MEAL officer and the project team leader. * **Represent Oxfam** externally: develop alliances with agencies working in Education in the field to enhance coordination, and adopt complementary approaches including active participation in relevant education coordination and planning mechanisms * Maintain own technical knowledge by attending educational workshops, reading professional publications and participating in professional forums. * Perform other roles as assigned by the team leader.   **Specific Tasks include:**   * Take the lead in planning and providing technical support in the implementation of daily educational activities such as: South Sudan ALP Curriculum lessons, continuous assessment (e.g. attendance and enrolment) * Organize and conduct trainings for PTA committees on their roles and responsibilities, school development planning, etc. * Take the lead in planning, preparation, organization, coordination and implementation of project activities such as trainings, awareness/workshops, mobilization and sensitization campaigns while seeking for support from the Education coordinator/Literacy advisor. * Follow up the procurement and delivery of school supplies and materials to ensure timely implementation of the project activities. * Prepare detailed weekly and monthly work plans that include all the project activities through the guidance of the Education Coordinator to ensure timely implementation of activities as per the requirement of the project. * Assist the education coordinator in the management of the project budget by forecasting requirements, scheduling expenditures, planning procurements, preparing activity and monthly budgets forecast. * Ensure timely requisition of activity money as per the planned schedule in the work plan and put all documentations as required by the finance assistant’s regulations through the guidance of the finance manual. * Prepare monthly activity report by describing clearproject activities implemented during the month, key achievements, challenges and recommendations while providing supporting documents like pictures, personal testimonies, case stories, beneficiaries feedback, monitoring forms etc.   **RELATIONSHIPS**   1. Maintain Links to other areas of Oxfam programming in South Sudan; including with long term development and advocacy teams and with affiliate management teams 2. Work closely with the Roving literacy advisor in consultation with the Education Program Coordinator   **SKILLS AND COMPETENCE:**   |  | | --- | | **Essential:**   * Bachelor’s degree in education from a recognized university/ college * At least 5 years’ experience in implementing Education projects in South Sudan * Strong experience in conducting capacity building for ALP teachers, Education authorities and PTAs/SMCs * Strong experience working partner organization | |