



## **JOB ADVERTISEMENT**

**Position:** Education Officer.



<b>Organization</b>	Universal Network for Knowledge & Empowerment Agency - UNKEA
<b>Position</b>	Education Officer
<b>Line management</b>	Education Assistant Manager
<b>Location:</b>	Tonj North County, Warrap State.
<b>Start date of application</b>	30 <sup>th</sup> August 2021
<b>Deadline of application</b>	16 <sup>th</sup> September 2021
<b>Contract duration</b>	10 months.

### **Background**

Universal Network for Knowledge & Empowerment Agency (UNKEA) was established in 2002 to respond to the dire social, economic, livelihoods and health conditions experienced by people in conflict and other natural disasters within and outside the country of origin and in refugee camps. UNKEA's initial purpose was to design strategies and interventions to fight the deadly Kala azar disease which is highly prevalent in Upper Nile region of South Sudan. With time, UNKEA's mandate expanded to include other interventions such as provision of primary health care services, nutrition, food security and livelihoods, water and sanitation, education; social development of youth and women; economic development, Access to Justice and peace building. UNKEA is registered with the Ministry of justice and RRC, registration number in South Sudan. UNKEA secured funds from SSHF SA1 implement Education in Emergencies (EiE) in Tonj North County, Warrap State. The project will support ten schools to increase equitable access of education services to learners and Out of School Children in the county.

### **Job summary**

Under the supervision of the Education Project Manager, the Education Officer (PO) is responsible for project activities implementation at targeted schools in Tonj North county. This position is 100% field based.

### **Key Responsibilities**

#### **Quality Programming Relationships**

- Establish and maintain strong working relationship with County Education Department, Head Teachers and teachers at assigned schools.
- Build and maintain relationships with beneficiary communities; contribute to maintenance of relationships with other relevant stakeholders
- Build and maintain relationships with UNKEA and partner staff based in Warrap State, as appropriate.
- Participate actively in education cluster meetings with partners.

#### **Teachers/Head Teachers**

- Conduct regular observations of teachers in assigned schools and provide supportive coaching and mentoring support to improve quality of learning, specifically tailored to reflect key messages delivered in Social Emotional Learning





- Ensure that each school has sufficient supplies and that proper hygiene facilities and materials

#### **Referrals/Retention**

- Support/contribute to the creation of school retention programs, including collaborating with Project Manager and Senior Project Officer to develop training about retention program for administrators and selected teachers and parents
- Support Project Manager to develop geographic-specific referral systems to ensure quality services to beneficiary students, their families, and teachers
- Work directly with County Education Department and stakeholders to promote participatory community-driven sustainability solutions in schools
- Provide regular updates to the Assistant Education Project Manager on day-to-day activities at assigned schools. Report any key concerns or issues in project implementation in a timely fashion
- Ensure that project meets indicators on time and on target, while fulfilling high standards for quality
- Implement project activities outlined in the detailed implementation plan (DIP)

#### **Program Reporting and Compliance**

- Support Assistant Education Project Manager to ensure timely preparation of high quality donor reports, monthly performance indicator tracking tables, as well as other reports needed/required by the donors, clusters as per reporting schedule.
- Support project manager ensure grant/project management compliance with donor regulation.
- Adhere and remain compliant at all times with UNKEA policies and procedures and donor regulations
- Ensure child protection policies and code of conduct are being followed and promote appropriate health and safety mechanisms in assigned schools

#### **Internal Coordination and Communications**

- Take part in regular team and staff meetings
- Be candid in conversations with program staff, and personal areas for growth so as to engage in continuous learning within the education sector
- Other Perform other duties as required by project supervisors, the Head of Programming, or the Country Representative

#### **Working Relationships**

##### **Supervisory: None**

- UNKEA departments
- Local partner organizations; local and international organizations; government education officials; donors; community leaders; trainers, facilitators and educators; other local actors.

#### **Agency-Wide Competencies**

These are rooted in the mission, values, and guiding principles of UNKEA and used by each staff member to fulfill his or her responsibilities and achieve the desired results.



**Vision:**

A God fearing, healthy, well-educated and economically advanced society enjoying a sustainable high standard of living in a secure environment

**Mission**

To facilitate the improvement of the status of livelihoods in South Sudan through the creation relevant and sustainable community initiatives in participatory and interactive processes

**Goal**

To help bring forth a peaceful and self-sustaining society in social-economic development.

**CORE VALUES**

UKEA's community engagement is guided by the following principles anchored across four key values which drive our initiatives

**PASSION:** This will be demonstrated through UNKEA's fidelity to original Vision, Mission and the ideals of the founders

**EXCELLENCE:** We will go for excellence in the design of our interventions, identification and interpretation of beneficiaries' needs and assets together with the project implementation and overall community interactions.

**PARTNERSHIP:** will work with members of local communities, government agencies, donors and other stakeholders to create effective and lasting partnerships for beneficiary ownership of the intervention processes and for sustainability of project results.

**SUSTAINABILITY:** will endeavor to keep to the synergistic intervention model of livelihoods, education, environmental conservation, collaboration and sustainability to deliver long lasting, efficient, effective and replicable community initiatives to address the root causes of community challenges.

**ACCOUNTABILITY:** will endeavor to maintain accountability in the management of funds and resources. This entails making such information available to donors, partners and all concerned parties.

**Program-Quality Competencies.**

Language Required:

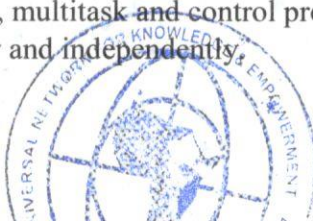
- English (professional/working level)
- Arabic (native/professional written and spoken)

Dinka language is added advantage

**Personal Skills**

Excellent interpersonal skills with a strong beneficiary/local partner-service focus.

- Ability to work with diverse groups of people as a member of multi-cultural teams
- Ability to prioritize work, multitask and control processes.
- Ability to work diligently and independently



- Ability to work in a team work environment and coordinate team work.
- Ability to work under pressure with short deadlines.
- Maturity, diplomacy, tact and discretion, with strong negotiation skills.
- Ability to remain calm and professional in tense situations.



### **Qualifications**

- Diploma in education, child protection, development or related field. (A degree in the same field is added advantage)
- Significant work experience in a related field will be considered in lieu of a degree.
- Demonstrated experience in community mobilization, organization and relationship building.
- Past teaching experience, preferably in Dohuk and/or Ninewa governorates.
- Facilitated workshops/conducting trainings for adults
- Strong cross-cultural skills and experience working with different ethnic/cultural backgrounds.
- Demonstrated capacity to establish and maintain strong, collaborative working relationships with donors, government officials, local organizations, communities and other stakeholders.
- Experience working with children and educators desired; teaching experience a plus.
- Proficiency with Microsoft suite, including Word, Excel and Outlook.
- Applicants must be South Sudanese nationals.

### **Submission of application.**

Qualified candidates who meet the above job specifications are encourage to submit CV of maximum 3, cover letter of 1 page and copies of your academic documents to [jobs@unkea.org](mailto:jobs@unkea.org) in one fold or in zig. Bear in mind that many upload shall be ignored to download, or hand drop the hard copies to UNKEA Field Office in Kuajok and Juba Office, along 17<sup>th</sup> Avenue, Tombura Road-Kator, before closing date. The application should have the position clearly marked. Applications will be verified as they come if UNKEA may get the best candidate before deadline because of time pressure.

