**VACANCY ANNOUNCEMENT**

Position: Education Officer

Reports to: Education Coordinator

Supervision of: None

Duty station: Duk- Jonglei State

Project number: SSFM2201

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

All NRC Employee are expected to work in accordance with the organization’s values. to be **dedicated,** **innovative,** **inclusive** and **accountable** are attitude and believe that shall guide our actions and relationships.

1. **Purpose**

The Education Officers are responsible for coordination of Education activities for Schools in Duk Counties. Responsible for the implementation for overall activities and Supervise the efficient distribution of Teaching Learning materials at the site and ensure proper distribution of entitlements and verify appropriate entitlements are distributed to beneficiaries and provide written feedback to the school. Provide training to teachers, Centre management committees/PTAS and Ministry of Education officials within the project location.

**Generic responsibilities**

1. Coordinate Education project activities according to strategy, proposals, budgets and plans
2. Ensure adherence to NRC policies and donor requirements
3. Involve and inform communities and community leaders about the activities
4. Break down the annual operational plans into weekly, monthly and quarterly implementation plans
5. Coordinate with relevant partners
6. Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures
7. Train and develop team
8. Prepare periodic progress reports and other documents as required
9. Investigate and facilitate introduction of new technology, methods and approaches in order to improve the quality of the activities

**Specific responsibilities**

* Ensuring effective implementation of Education activities at school levels
* Monitor the daily deliveries, daily usage supplies and equipment in School
* Provide advice, training and encouragement to school head teachers and traditional leaders, PTA Executives and the general community in order to promote effective support and sustainability of the programme
* Participate in community meetings and school’s organized PTA Meeting to provide information to assist in school management the school levels.
* Initiating, implementing and managing capacity building needs for the teachers, feeding committees, head teachers and other PTA committees on the identified school issues, use of programme equipment provided by the organization
* Support M&E Officer in collecting data for management and operational decision making, enrolment figures, promotion rates, daily attendance figures as well as development and collecting success stories)
* Prepare comprehensive weekly, monthly and end of term report on the administration, personal issues and tracking sheet to inform NRC managements as per program directive
* Liaises with concerned government offices for smooth and efficient food programming.
* Determine training needs of teachers and SMcs from time together with the cluster and the Project coordinator
* Liaise with Education authorities in monitoring and clinical supervision of teachers in schools.
* Innovative in developing training materials for effective training.
* Develop and implement cluster approach to training of teachers to enhance information sharing among teachers after trainings.
* Establish appropriate teacher resource kits within learning centres in consultations with teachers.
* Keep accurate records of teachers trained including follow-up activities.
* Prepare accurate training and monthly reports.
* Other relevant tasks as assigned by Project Coordinator or s/he designate

1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. Details about NRC’s competencies are to be found in the Competency Framework. Competencies are relevant for all staff and are divided into the following three categories:

1. **Value driven competencies**

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC’s values are: Dedicated, Innovated, Inclusive and Accountable.

**2. Behavioral competencies**

These are personal qualities that influence how successful people are in their job. Of the 12 behavioral competencies, the following are **essential** for this position:

* Managing resources and achieving results
* Handling insecure environments
* Working with people
* Coping with change

**3. Professional competencies**

These are skills, knowledge and experience that are important for effective performance.

**Generic professional competencies for this position**:

* Experience from working as education Officer in a humanitarian/recovery context
* Previous experience from working in complex and volatile contexts
* Documented results related to the position’s responsibilities
* Knowledge about own manager skills/profile
* Fluency in English, both written and verbal

**Context related skills, knowledge and experience**

* Holder of Bachelor Degree in Education strictly
* Knowledge of the context in Jonglei State
* Knowledge of the local language (Dinka/Arabic) – if different than English
* Experience with start-up, exit or similar

1. **Performance Management**

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC’s Performance Management System. The following documents will be used for performance reviews:

* The Job Description
* The individual Work- and Professional Development Plan
* The Competency Framework

**Application Procedure:**

* The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
* Applications must be submitted no later than on the **11th Jan 2022 t**hrough NRC webcruiter Link

[View the internal job posting](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fekum.fa.em2.oraclecloud.com%3a443%2ffndSetup%2ffaces%2fdeeplink%3fobjType%3dIRC_RECRUITING%26action%3dICE_JOB_DETAILS_RESP%26objKey%3dpRequisitionNo%3d4364%3bpCalledFrom%3dFUSESHELL&c=E,1,lgcGGyMwbyBllLGuoEyjD6lpWGpxkI3dzN7j8gE_AAaFKaSjBkxa69FF2awP1zh3nJmQT1fGE0E9U-2nvXaWyikQrAK0Q8iMJ4fnYuzkZnFGVDtz&typo=1) and [View the external job posting](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fekum.fa.em2.oraclecloud.com%3a443%2fhcmUI%2fCandidateExperience%2fen%2fjob%2f4364&c=E,1,iryVcsuQm3y5d9oShJDU_a1h-y7K6ARO6RXnneps4jHAfW6muBDQMfDlaYarEep5eu14zRcWLN2TFM5ahOeE7oOZiyCYf-zCvZ94a5C-9sNWMWOHnw,,&typo=1) on NGO Forum or Field Offices in Bor, Duk and Twic East.

**Only short-listed candidates will be contacted, by e-mail or by phone.**

**FEMALE WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE ENCOURAGED TO APPLY**