

POSITION: Project Officer
Direct hierarchy: Project Manager
Location: Upper Nile state
Expected position start date: Awaiting Donor approval



About INTERSOS

INTERSOS is an independent non-profit humanitarian organisation committed to assist the victims of natural disasters and armed conflicts. Its activities based on the principles of solidarity, justice, human dignity, equality of rights and opportunities and respect for diversity and coexistence, paying special attention to the most vulnerable and unprotected people.

Main Purpose

In close collaboration with the Project Manager defining, developing, implementing and evaluating the education strategy and program of the mission, ensuring capacity building of the staffs and good coordination with all relevant education stakeholders. Coordinate and provide technical support to education activities and services, ensuring timely and quality implementation and monitoring, in compliance with relevant Standard Operating Procedures, Inter-Agency Network for Education in Emergencies (INEE) Minimum Standards, good practices in education in emergency responses, international principles and guidelines, INTERSOS Fundamental Charter and Code of Ethics.

Tasks

Project activities planning, implementation, monitoring and evaluation

- Manage and collaborate with construction project engineer, to ensure selection of land for semi-permanent school construction,
- Ensure project kick-off meeting internally after development of Project Appraisal tools (PAT) within two weeks of the project start,
- Conduct project inception meeting at the targeted locations at the field level,
- Work closely with Logistic department and ensure all the procurement process are completed according to INTERSOS policy in first month of the project,
- Develop school development plan including community action plan on rehabilitation & construction of learning space,
- Engage communities on mobilization to get children back into school especially girls and other marginalized groups,
- Trained on school management and implementation of school development plans for teacher and PTA,
- Undertake field visits to the projects' locations to monitor the progress and the quality implementation of the projects' activities as well as to obtain solid findings to be shared with stakeholders and Education cluster,

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- Regularly assess, analyze and evaluate the impact of the projects' activities to adjust the program accordingly,
- Work closely with Project Managers to ensure an adequate integration of the different intervention sectors.

Coordination of staffs and volunteers, and capacity building to local counterparts

- In cooperation with Programme coordinator and Project Managers, carry out the identification and selection of National Staffs and volunteers
- Train, coordinate and supervise the Education team, volunteers, and participate to the HR processes (recruitment, training, briefing/debriefing, in order to ensure both the sizing and the amount of knowledge required for the activities he/she is accountable for,
- Ensure that National Staffs and volunteers respect INTERSOS rules and regulations, and adhere to INTERSOS Fundamental Charter Values and Code of Ethics,
- Assess the training needs of staffs and local counterparts, design the training program and develop related material for enhanced education response capacity and service provision according to international standards and principles,

Project reporting

- Provide the progress of the project,
- Ensure preparation of reports to donors and internal activity reports regarding the Education activities.
- Monitor the progress and the quality implementation of the projects' activities and prepare final reports.

Coordination and representation

- Establish and maintain collaborative relations with relevant donors, local authorities, government institutions, partners, key stakeholders and other humanitarian actors,
- Contribute to map different actors operating in the area and monitor the available services,
- In collaboration with Project Manager, and Program Coordinator participate to meetings with relevant donors, and in relevant coordination meetings and working groups at regional, governorate and field level,
- Support donors' field visits.

Standardization of tools and resources

- Ensure using the updated Inter-Agency Network for Education in Emergencies tools for education project.
- Elaborate and standardize tools for education activities in line with INTERSOS standards and Education Cluster guidelines



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Requirements

- University degree in Education, Social Sciences, Political Sciences, International Relations, Humanitarian and International Cooperation or related field
- Minimum 3 years relevant work experience including at least 2 years of managerial experience of education projects/programs in emergency and post-emergency in humanitarian sector
- Knowledge of planning and program cycle management
- Knowledge of EIE
- Experience with different donors compliance and reporting, and with cluster system
- Communication skills, diplomacy
- Leadership, people management and development
- Commitment to INTERSOS principles
- English, and local language,
- Essential computer literacy (word, excel, PowerPoint and internet)

Attention!!!!

INTERSOS upholds a policy of zero tolerance of SEAH and shall not tolerate SEAH of any kind. INTERSOS strongly supports IASC's vision of a humanitarian environment in which people caught up in crises feel safe, respected, and can access needed protection and assistance without fear of SEAH by any aid worker. Therefore, all INTERSOS' staff, representatives and partners are obliged to adhere to the standard SEAH Policy, charter of values, Code of Conduct, child safeguarding policy and all associated policies

Closing date for receiving application will be on **14th /06/2024**.

Please submit a cover letter and updated CV to recruitment.ross@intersos.org and write "**Application for Project Officer**" as the subject of the email. Only short-listed candidates will be contacted for an interview.

INETEROS Is and equal opportunity employer and qualified women are strongly encouraged to apply.

