



Vacancy Announcement



Hold the Child is a National Nongovernmental organization that works alongside vulnerable children in disaster affected and under developed communities. We are registered under the 2016 NGO Act. Our Mission is to strengthen the resilience and capacity of families and communities to meet their obligations to the child through community centered child survival and development initiatives.

Location: Juba
Job Title: Education Manager
Positions: 1 (One)

SO-H-3
APPROVED by senior inspectors
MOL/RS/SJ/
16/09/2022

JOB PURPOSE

The Education Manager is expected provide technical inputs to the delivery of education initiatives, working with the senior management, support and frontline teams to ensure effective program delivery and standards compliance.

KEY ROLES AND RESPONSIBILITIES

Result 1: Quality Program Delivery (40%)

- 1.1. Contribute to the drawing of donor project budgets and work with budget holders to ensure effective operational sharing and contribute to the replication of good practices at all levels of program delivery
- 1.2. Contribute to quality thematic relevant project designs and proposal submissions for prospective partnerships
- 1.3. Ensure prompt and feasible Project Detailed Implementation Plans (DIP) for all supported projects prior to execution
- 1.4. Ensure optimal stakeholder engagement at all project delivery steps i.e. measures not limited to inception, AAP, joint monitoring, close-out
- 1.5. Keep track of project progresses, provide timely oversights to trainings among other forms of program delivery, and ensure timely requisitions of funds, assets, and supplies based on DIP and donor contract terms.
- 1.6. Within sector interactions, identify potential partnerships, and conduct periodic (semi-annual) program needs and country contextual analyses to inform strategic fundraising for the sector and beyond.
- 1.7. As a sector focal point, you are charged to ensure health donor relations with sector existing and prospective partnerships through quality and timely correspondences, and contributions to audit processes.

Result 2: Program Team Leadership (40%)



- 2.1. Identify gaps and initiate team tailored and needs based coaching and capacity support to identified teams and/or lobby for additional support where need be.
- 2.2. Foster team collaborations through tailored motivation and capacity building initiatives i.e. local rosters for coordination meeting chairs, external training if opportunities avail, etc.
- 2.3. Ensure timely management of team disputes and awareness of organizational complaints and disciplinary processes.
- 2.4. Adhere to the organization's code of conduct i.e. Ethical Codes, Child Safeguards, PSEA, Anti Fraud; and all operational policies and procedures.

Result 3: Program Performance (20%)

- 2.5. Ensure prompt and feasible Performance Management Plans (PMP) for all supported projects prior to execution
- 2.6. Ensure timely and quality project reports (activities, expenditures, supplies) using the right tools and relevant teams are copied along
- 2.7. Provide leadership to program specific evaluation processes including field visits, quarterly progress/performance reviews, joint evaluation sessions, and end of project evaluations
- 2.8. Complete quarterly program progress reports and generate a quarterly performance score card in a timely manner

QUALIFICATION AND EXPERIENCE

- Degree in Education or Related disciplines
- 5 or more years' experience in the NGO field is preferred
- Working knowledge of project budget cycle management is added advantage
- Ability to work under minimum supervision
- Effectiveness at team work and interpersonal relationships
- Demonstrative analytical skills
- Experiences working on children rights thematic areas is a distinct advantage

CONTACT

Candidates with required profiles and proven experiences, who meet these qualifications are invited to submit:

- c) A letter of motivation stating why he/she wishes to work with Hold the Child;
- d) A CV with 3 professional references and salary expectations

Email. info@holdthechild.ngo not later than **4th October 2022**

Please note that only shortlisted applicants will be contacted. Do not submit original documents

