



Christian Mission for Development

Transforming lives, building communities



Vacancy Announcement

Education Project Officers (3), Bor South, Pibor & Akobo, South Sudan

18/05/2021

Background

In partnership with the UNICEF, Christian Mission for Development (CMD) is implementing a secondary education project through facilitating and supporting secondary schools in Bor, Akobo and Pibor to provide access to safe, protective and quality learning for 2, 500 students aged 15-18 and help them experience curriculum continuity and settle into school life in a way that causes no concern to their families and communities. **Children and adolescents old enough to go to lower secondary school who are not enrolled; and learners at risk of dropping out of secondary school will now have the best chance of making a smooth and confident transition.**

The Education Project Officers will be based in the Bor, Pibor & Akobo field offices and oversee the implementation of the project at the local level under the direct supervision of Education Project Manager.

Job Purpose:

The Education Project Officers under the guidance of the Education Project Manager are responsible for the planning, implementing, monitoring and reporting of education projects in line with and agreed plans of action and budgets, donors, UNICEF and government policies, requirements and procedures for supporting secondary schools Jonglei State & Greater Pibor Administrative Area. These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of programme intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

Job Description	
Job Title: Education Project Officers (EPO)	Expected Start Date: 7 th June 2021
Reporting to: Education Project Manager	
Basic Position Description: The purpose of the officer position is to oversee the day-to-day implementation of the education project funded by UNICEF to support secondary 5 schools (3 in Bor, and 1 each in Pibor & Akobo).	
Country: South Sudan	Base: Bor, Pibor & Akobo respectively
Duration	1 year with possible extension depending on funding





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Main Responsibilities & Duties:

The Education Project Officer performs a wide range of duties including, but not limited to, the following:

1. Implement the education project according to the plan of action.
2. Prepare and develop status reports as required by management.
3. Ensure proper filing of documents.
4. Conduct participatory assessments of current situations, attitudes, concerns, opportunities, and aspirations related to secondary education, including specific baseline surveys for the purposes of this project.
5. Hold student enrollment campaigns and monitor their school attendance, including addressing child labor and encouraging girls' enrolment.
6. Encourage active female role models through the involvement of women in the community in holding mentoring sessions for girl children at school.
7. Train secondary school teachers to make an impact through ongoing coaching, mentoring and feedback to translate good intentions to great instruction.
8. Assist secondary school teachers with extracurricular activities (sports, cultural, crafts); and making teaching/learning aids with locally available materials.
9. Establish and monitor codes of conduct for teachers as they pertain to sexual harassment and corporal punishment; and establish schools as safe zones in conflict.
10. Support local education officials to recruit local teachers; monitor teacher attendance and absenteeism; monitor exam results; and oversee the inventory of school materials.
11. Increase the technical, operational and financial capacity of County Education Department (CED) for equitable, results-based and participatory management of schools' performance through the design of feedback/monitoring tools to strengthen accountability and improve education and learning service delivery for secondary education.
12. Ensure cooperation with local government is sought and sustained through training, support and technical advice to local education officials.
13. Assist school Boards of Governors (BoGs)/ Parent-Teacher Associations (PTAs) in setting goals and developing secondary school improvement plans (SIPs).
14. Build capacity to strengthen community-level human resources (BoGs) to conduct continuous monitoring and follow-up of student learning in the target secondary schools.
15. Actively coordinate with UNICEF, Education Cluster, UNOCHA and other partners on the ground to share pertinent project information and enhance combined impact of partner work.
16. Promote and share ideas for project technical improvement.
17. Ensure capacity building of project staff and transfer key skills.
18. Make decisions on the ground with limited or remote supervision
19. Manage the proper set up / rehabilitation / running of base premises (office / guest house), ensure the proper functioning of supply chain including distribution of goods and services, their transport and storage.
20. Any other task relevant to the position as requested by line manager

Results/Expected Outputs:

All UNICEF-supported secondary schools successfully reopen and quality learning resumes for conflict-affected adolescents and youth; and CMD builds and maintains relationships with UNICEF appropriately and meaningfully.





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Qualifications & Experience:

- Diploma or Bachelor degree in education or a related field with additional training in education planning and management and project planning and management techniques
- Clear evidence of knowledge of secondary education and associated practices.
- Knowledge of current national international strategies on access, equity, and quality education policies and models
- A minimum of two to three years of relevant experience in similar position
- Experience of working with local/national governments and capacity building of systems, partners and staff
- Ability to write quality narrative donor reports
- Good interpersonal and communication skills including influencing, negotiation and coaching
- Strong results orientation, with the ability to challenge existing mind-sets
- Fluency in English, both verbal and written communication skills in English

Desired Attributes:

- Experience working in a humanitarian/recovery context
- Previous experience working in complex and volatile contexts; ability to remain calm and professional in tense situations
- Solid computer skills, including MS Word, Outlook and Excel
- Proven ability to multi-task and meet deadlines
- Ability to work diligently both independently and in a team setting

Application:

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: **HR Department, CMD South Sudan OR email them to jobs@cmd.org copying in info@cmd.org; and NOT later than Manday 31st May 2021.**
2. Applications in hard copies must be bound in one document and sent to the following address: **Christian Mission for Development (CMD)**, Juba, South Sudan. Tongping Area, Juba Na-Bari, Plot No. 157 Block No. III, 3rd Class Residential Area, Near Catholic University of South Sudan, Juba-South Sudan. Please, call 0924772829/ 0915578012 for direction or any other queries.
3. The position is open **only to South Sudanese** nationals and preferably for nationals experienced in crisis response and reconstruction and development work.
4. Female candidates are strongly encouraged to apply in the interest of gender equality and women empowerment.
5. Only shortlisted candidates will be contacted, and applications submitted will not be returned.

