**NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN**

**VACANT ANNOUNCEMENT**

Position: Education Technical Advisor

Reports to: Head of Program

Supervision of: N/A

Duty station: Juba

Travel % 40% travel to project locations

Project number: SSFM2014

Duration and type of contract: 1 year

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. **Role and responsibilities**

This position is part of the Multi Year Resilience Program (MYRP) Secretariat. The MYRP Secretariat will have a functional accountability to the Ministry of General Education and Instruction (MoGEI) and an administrative accountability to NRC and its rules and regulations. The purpose of the MYRP Education Advisor position is to implement delegated MYRP project portfolio.

The following is a brief description of the role.

Generic responsibilities (max 10)

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work and Development plan.

* Contribute to the development of the MoGEI Education strategy; initiate and participate in the development of Education projects.
* Contribute to fundraising, coordinate and support drafting of proposals, budgets and donor reports.
* Develop assessments, baselines and evaluation tools and monitoring dashboards in collaboration with the Monitoring and Evaluation team.
* Contribute to needs assessments including protection risks and needs, in order to ensure evidence based and community driven programming.
* Build the capacity of education field technical staff, and transfer key skills through mentoring and on-the-job training.
* Support the Coordinator in representing MYRP in relevant forums/coordination mechanism, including with national authorities and donors.
* Ensure adherence to NRC policies and donor requirements.
* Ensure that NRC’s related activities are implemented within NRC’s Protection mainstreaming guidelines and reports any breaches/concerns to the line manager and/or focal point for proper action.

Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of intervention. This section shall be revised whenever a new employee is hired or the context changes significantly.

* Advise Ministry of General Education and Instruction (MoGEI) on the Ministry’s policies, frameworks, plans and strategies.
* Support the Education Under Secretary in rolling out viable models for delivering Education Programmes in South Sudan
* Support the drafting and revision of the Education response plans
* Support fund raising initiatives and proposal writing
* Work with the Education Cluster and the MEAL specialists in the National Consortia Unit to give direction and guidance to state level actors/coordinators regarding their planning and proposal developments.
* Assist the Coordinator to build strategic partnerships with organisations that enable MoGEI to meet the desired policy outcomes
* Provide on-site coaching and mentoring to the education team at national and subnational levels (state, county)
* Conduct project management trainings for education team (focus on translating standards and protocols to actual implementation and follow up including education structures and equipment
* Train and coach education team in revising and developing project management tools (e. g., detailed implementation plans and follow ups)
* Track that project management tools are being actively used by respective staff and provide recommendations to line managers on progress
* Support MoGEI team to translate after action reviews recommendations to actual actions
* Review and escalate quality concerns (technical, project management, financial management, compliance)

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

* Strategy and project planning: CC Specialists
* Area operations: ECW Grantees
* Staff capacity building: CC Specialists
* Implementation: CC Specialists

Scale and scope of position

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| Staff: | No staff management responsibility. |
| Stakeholders: | UN agencies, ECW Grantees, NCU, INGOs, local NGOs, civil society, governmental bodies at national and subnational levels, Education Cluster |
| Budgets: | No direct Budget Management Responsibility but supports budget oversight for the MYRP Secretariat portfolio. |
| Information: | Intranet, Office 365 |
| Legal or compliance: | N/A |

1. **Competencies**

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

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

**Generic professional competencies:**

* A minimum of 5 years’ experience from a senior level working in education programmes, and a minimum of 2 years’ working in humanitarian/recovery programs
* Experience in working in complex and volatile context
* Highly developed interpersonal and communication skills including influencing, negotiation, coaching and capacity building as well as ability to work with culturally diverse teams
* Excellent knowledge of education in emergencies programming and links to long-term programming, including standards, policies, frameworks, and relevant networks and stakeholders (INEE, GPE, ECW etc.)
* Excellent writing and speaking skills and ability to develop complex arguments
* Solid budgeting skills and understanding of working with donors
* Fluency in English, both verbal and written

**Context/ Specific skills, knowledge and experience:**

* Experience designing and conducting training and capacity building activities
* Strong experience working in a partnership model and establishing and maintaining coordination and communication systems at inter-agency level
* Knowledge and experience of Child-Centred Learning.
* A background in child protection, including psychosocial support, and / or child safeguarding systems in education environments
* Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures
* Willingness and availability to travel, including to remote locations and often at short-notice

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioral competencies, the following are essential for this position:

* Managing resources to optimize results
* Managing performance and development
* Empowering and building trust
* Strategic Thinking
* Influencing
* Handling insecure environments

1. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

* The Job Description
* The Work and Development Plan
* The Mid-term/End-of-trial Period Performance Review Template
* The End-term Performance Review Template
* The NRC 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.
* Please do not submit original certificates. Submitted application documents will **NOT be returned.**
* Applications must be submitted no later than on the **28th Aug 2020** by email [SS.job@nrc.no](mailto:SS.job@nrc.no), or in an enclosed envelope clearly marked “**Education Adviser**” to NRC offices
* NRC Human Resource Office in Juba and Akobo.

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

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