



Windle Trust
International

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JOB OPPORTUNITY

Re-Advertisement

This position is field-based and is open to South Sudanese only.

Applications are welcome equally from South Sudanese women as well as men.

JOB TITLE:	Project Officer
NUMBER OF POSITIONS	Two (2)
LOCATION:	Upper Nile and Ruweng Administrative Area
Reporting to	Regional Cluster Coordinators
APPLICATION OPEN DATE	14th August 2025
APPLICATION DEADLINE	03rd September 2025, 4:00 pm South Sudan Time

I. Introduction

Windle Trust International (WTI) is a specialist educational INGO that has been operating in South Sudan since 2005. WTI is set to implement an 'Accelerated Secondary Education Programme' (ASEP) funded by World Bank under its '**Building Skills for Human Capital Development (BSHCD) in South Sudan**', being administer by the Ministry of General Education and Instruction (MoGEI). The programme targets 5,000 unqualified/untrained, volunteer teachers who will complete a condensed two-year accelerated secondary education cycle and acquire a South Sudan Certificate of Secondary Education (CSE) to enable them to undertake professional teacher education through pre-service, in-service, continuous professional development trainings or a university degree in education.

WTI has extensive experience in delivering educational programmes in Eastern Africa and the Horn of Africa. We envision a world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the social and economic progress of their communities. We recognize that poverty and inequality in society are deepened and driven by illiteracy and lack of skills and thus believe in the power of education to transform society. Hence, WTI strives to expand access to high-quality education for communities impacted by conflict, displacement, or discrimination.

II. Job Summary

a. Job purpose

The Project Officer is responsible for the day-to-day field-level delivery of the programme and will provide support to ASEP teachers and the rest of the project team in delivering the project at state level. S/he will be responsible for planning, implementing, monitoring and coordinating the execution of the programme in the target State or Administrative Area. The jobholder will coordinate institutional capacity strengthening of SMOGEI officials, County Education

Departments and Payam Education Supervisors to enhance future ownership, knowledge and responsibility transfer of the programme to SMOGEI. On a regular basis, the Project Officer will conduct periodic supervisory visits to ASEP centres to ensure that teaching and learning is happening in the centres as planned and provide monthly monitoring reports to the PM and Regional Cluster Coordinator.

The applicant must be a holder of bachelor's degree in education, Social Sciences, Development Studies, Project Management, Business Administration etc., with a minimum of 3-5 years of relevant work experience (such as implementing educational projects/programmes/institutions, teaching experience, curriculum development, teacher training, etc.).

b. Key Roles and Responsibilities

1. Project management:

- Directly support ASEP Tutors to run ASEP centres and deliver ASEP classes in accordance with MoGEI annual school calendars.
- Be the direct point-of-contact on ASEP-related planning and implementation issues at state level.
- Responsible for the day-to-day planning and implementation of programme activities at state level, working with an array of stakeholders including ASEP learners, tutors, SMOGEI, and other WTI staff.
- Prepare activity budgets and make requests to WTI Juba for activity floats
- Responsible for mobilization of participants for various activities under the project
- Maintains important records including participant attendance lists, payments of incentives,
- Responsible for organizing accommodation and feeding arrangements for visitors and participants.
- Ensure clear accountability documents (receipts, invoices, contracts, etc) are duly provided to support all financial transactions.
- Facilitate linkages and coordination between WTI and SMOGEI in relation to the delivery of project activities.
- Provide relevant technical support to ASEP Teachers as required to ensure efficient and impactful delivery of ASEP classes in accordance with prescribed or acceptable standards.
- Provide regular progress updates to MoGEI highlighting any issues that could impact the achievement of project outcomes.
- Organize capacity strengthening support to SMOGEI officials, preparing them to assume responsibility for the delivery of ASEP beyond the project lifetime.
- Any other tasks relevant to the position as directed by the line manager.
- Gather raw data and draft monthly and quarterly progress reports – both narrative and financial (or as required by the donor) providing relevant data/information as per agreed templates.
- Monitor changes and report project outputs, outcomes/results or stories of change as per expected project outcomes.
- Monitor any changes in project context and circumstances and report emerging issues and challenges to the relevant project coordinator and/or manager and propose mitigation measures.
- Organize field-level assessments and other outreach activities as required.



2. Monitoring, Evaluation, Accountability and Learning (MEAL)

- Gather raw data and draft monthly and quarterly progress reports – both narrative and financial (or as required by the donor) providing relevant data/information as per agreed templates
- Monitor changes and report project outcomes/results or stories of change as per expected project outcomes
- Monitor any changes in project context and circumstances and report emerging issues and challenges to the relevant project coordinator and/or manager and propose mitigation measures.
- Organize field-level assessments and other outreach activities as required.

III. Person specification

a) Required personal qualities

The qualified must meet the following qualification requirements:

- This is a locally based recruitment, and applicants MUST come from the two States (Upper Nile & Ruweng Administrative Area) clearly mentioned above.
- Ability to ensure effective communication between SMOGEI and WTI in relation to the project, as well as ability to relate easily with WTI management, project staff and project participants/beneficiaries.
- Ability to motivate and inspire ASEP Tutors and student-teachers (ASEP learners) to achieve high standards in academic performance and potentially develop their professional teacher capacities.
- Ability to provide technical guidance to ASEP Tutors, e.g. on delivery of the condensed curriculum and other matters related to AES and teacher education policies in general.

b) Required professional qualifications

- Bachelor's degree in education with at least 5 years of relevant experience as a minimum expectation, and/or master's degree with at least 3 years of relevant experience.
- Excellent English Language professional proficiency (both spoken and written).
- Competent computer user, with knowledge and experience of Microsoft Office applications including MS Word, MS Excel, MS Power Point (or similar) software packages, internet and email skills.
- Proven success in leadership and management of curriculum and teacher education programme will be an advantage.
- A leadership style which emphasizes good communication and teamwork

How to apply:

Submit your CV, letter of motivation, certified copies of academic documents and National ID electronically (by email) to Jobs@windle.org.uk or hand-deliver hard copies to WTI Juba Office located in Juba located at Gudele Road opposite Antipas Pharmacy behind Loggo Petrol Station. Applications must be submitted before or by the **3rd September 2025**, and no later than 4:00pm South Sudan time. **Applications submitted after this deadline will be rejected.**

Due to urgency of this position the applications will be reviewed on rolling basis.

Windle Trust International has zero tolerance to all forms of sexual exploitation and abuse, human trafficking, child abuse, child labour, discrimination, fraud and corruption. All concerns and



complaints regarding safeguarding will be rigorously identified, reported, and investigated by WTI. WTI will carry out thorough background checks to screen applicants and ensure their suitability for the position, and any pending sexual exploitation and abuse (SEA) allegations or abuse will lead to disqualification or termination of the application process.

Windle Trust International does not charge any fee at any stage of recruitment. Do not be cheated! Report any concerns to Management at email: safeguarding@windle.org.uk or Welfare@windle.org.uk

NB: Only shortlisted candidates will be contacted.

