

20 February 2023



Save the Children

Job Advertisement

Save the Children is an international non-governmental organization that works for the future of children, their families, and communities to realize social equity and dignity; have access to their basic physical, emotional, and development needs.

SCI is seeking to recruit: -

Job Title: Education Officer (I Post)

Location: Magwi County

Reports to: Education Coordinator

Staff reporting to this post: Community Mobilizers

Contract Period: 24 Months

ROLE PURPOSE:

Education project officer will facilitate and Supervise all aspects of Education project implementation at county level: Supervise distribution of administration, education and school materials , support teachers training programs, follow up and monitor activities to make evaluations and suggest improvements to the project . He is the link between SCI and the government at county and Payam level State.

KEY AREAS OF ACCOUNTABILITY:

The Project Officer for Education will be expected to:

- Work closely with the Assistant Project Manager in implementing and developing all aspects of the education project.
- Compile and submit weekly, monthly and quarterly work plans and reports to the Project Manager.
- Regularly follow up schools, identify needs of trainings, plan trainings, implement and report.
- Closely work with Assistant Education Manager in reviewing the status of standard bench marks
- Plan a joint monitoring visit to schools and facilitate feedback session and regular discussion forum with CED officials, Payam supervisors and School directors
- Represent Save the Children in South Sudan in meetings, workshops and activities, particularly at county and Payam level. As such, he/she should be well informed on Save the Children policies, practices and approaches.



- Develop an effective and sustainable bridge between the local Education Authorities and Save the Children in County and Payam level based on good communication, **representation, and** feedback.
- Establish good relations with the local civil administration and community leaders, particularly the chiefs, sub-chiefs, women's group, parents and children.
- Work closely with the entire education team and other thematic areas in implementing and developing all aspects of the education project, with a focus on clarifying to the community the role and responsibilities of the LEAs, community/PTAs and Save the Children.
- Work with communities to encourage enrolment of girls and suggest strategies to Save the Children Assist in planning, organizing and overseeing teacher-training programmes and ensure follow up, monitoring and evaluation is done to support the teachers.
- Supervise to ensure timely and accurate delivery of material supplies to schools and ensure proper distribution plan and documentation is in place.
- Manage and account for cash/floats for activities such as PTA trainings and community mobilization workshops, local education authorities' capacity building workshops and other components of training programmes.
- Lead workshops for teachers, communities, PTAs, children and others as designated related on the value of education and the links between child protection and education.
- Ensure that all SCISS supported schools are visited on regular basis, data collected and documented.
- Develop a monthly individual activity plan and support the Assistant Education Project Officers in developing similar activity plans for effective implementation of project activities.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for save the children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.



Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, Encourages Openness and Transparency; Demonstrates Highest Levels of Integrity

QUALIFICATIONS

- Bachelor degree/Diploma in Education Planning and management, Pedagogy or Education Certification and experience of Program/Project Management.

EXPERIENCE AND SKILLS

- Qualified graduate teacher.
- Experience in teaching –training and training of trainers.
- Experience in teaching at primary school level and school principal.
- At least three years management experience, including staff management and budget management.
- Excellent Written and spoken in English.
- Experience working through systems of community participation
- Strong Representation, advocacy and communication skills

Essential

- Adaptability and flexibility
- Ability and willingness to be mobile
- Computer Skills – word and Excel



Desirable

- Adaptability and flexibility
- Ability and willingness to frequently visit schools
- Computer skills – word and excel (A MUST).

Additional job responsibilities

- Work with the community to encourage enrolment of girls and suggest strategies to save the children Assist in planning, organizing and overseeing teacher-training programmes and ensure follow up, monitoring and evaluation is done to support the teachers.
- Supervise to ensure timely and accurate delivery of material supplies to schools and ensure proper distribution plan and documentation is in place.
- Manage and account for cash/floats for activities such as PTAs trainings and community mobilization workshops, local education authorities' capacity building workshop and other components of training programmes.
- Lead workshops for teachers, communities, PTAs, children and others, as designated related on the value of education and links between child protection and education.
- Ensure that all SCISS supported schools are visited on regular basis, data collected and documented.
- Develop a monthly Individual activity plan and support the Assistant Education Project Officers in developing similar activity plans for effective implementation of the project activities.

Equal Opportunities

The responsibilities of this post require the holder to have one on one contact with children or young people hence one is expected to carry out the responsibilities of the role in a way which reflects Save the Children's Commitment to Safeguarding children in accordance to the child protection policy.

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Health and Safety

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.



Female candidates are encouraged to apply

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education, and child protection. We also campaign and advocate at the highest levels to realize the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty accessing the link, please come to the Save the Children International head office in Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 13th March 2023.

Cc: MoJobadvert@gmail.com (National Ministry of labour email Address Juba)

