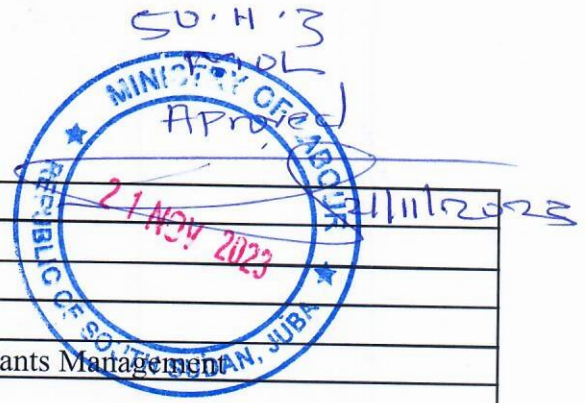




## JOB ADVERTISEMENT

<b>Job Title</b>	<b>Education Advisor</b>
<b>Supervisor</b>	Head Of Programs
<b>Supervisee</b>	<b>Education Project Officers</b>
<b>Location</b>	Juba, South Sudan
<b>Experience Level</b>	At least 5-7 years of experience in grants Management
<b>Number of vacancies</b>	One (01)
<b>Key Relationships</b>	Head of Finance, HR & Safeguarding Manager & Country Director
<b>Position Opening Date</b>	21 November 2023
<b>Deadline</b>	8 December 2023



### About BRAC South Sudan

Founded by Sir Fazle Abed in 1972, the acronym of “BRAC” stands for *an idea of a World where everyone has an equal opportunity to realize their potential*. With a strong landmark in Bangladesh, BRAC has grown into the World’s largest development organisation tackling poverty at scale. In 2009, BRAC International (BI) was set-up as a non-profit foundation in the Netherlands to govern and manage all BRAC entities outside Bangladesh. Currently BI operates in 11 countries (Africa and Asia) whilst offering technical assistance to 34 governments Worldwide. BI is famous for investing in communities’ own human and material resources, catalysing lasting change and creating an ecosystem in which the poor have the chance to seize control of their own lives. BI has been operational in South Sudan since 2006 and legally incorporated as BRAC South Sudan. Over the years, BRAC has delivered programs in livelihoods, health, education, micro-finance and emergency response. Currently BRAC South Sudan is working in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr el Ghazal. The current programs include (1) USAID contract for the Education for Peace, Recovery, and Resilience (EPRR) project in South Sudan under premiership of FHI 360, (2) Global Affairs Canada-funded project for Community-based Education (COBE) for Out of School Girls & Vulnerable Children that addresses institutional, social and cultural barriers to quality basic education, together with building community systems, food security and critical life skills, and (3) UNOPS funded Third Party Monitoring (TPM) project.

### Job Summary

The incumbent is responsible and accountable for the overall management and implementation of the education programme, development, new partnership initiation, development and management, programme budgeting, budgetary and financial management, programme and financial reporting, and human resources management. Technical programme management and implementation responsibilities include developing project plans, budgets and implementation plans; managing the accomplishment of targeted results and indicators, oversee programme budgets and accounts to ensure adherence to approved budget and work plans; undertaking routine budget monitoring and budget revisions, leading in the definition of M&E plans and indicators, monitoring and partners, preparing timely and high quality programme and financial reports, and taking initiatives and actions to ensure that programme implementation complies with all BRAC and donor requirements, rules and regulations. In addition, the Advisor will provide effective representation liaison between BRAC and other INGOs, CSOs, Local Authorities, and visiting donors and stakeholders at the local and regional level to promote extensive participation and complementarity of the BRAC programme and activities.



## Main Responsibilities:

### 1.0 Programme Coordination

- Coordinate implementation of the education programme BRAC funded by different donors, with overall responsibility for the achievement of targets.
- Lead relationships with donors and ensure all contractual arrangements are cascaded to partners.
- Lead adaptive management process and ensure budgets and work plans are amended, negotiated, and agreed upon with donors in order to facilitate the achievement of targets.
- Coordinate the writing and submission of regular narrative and financial reports to the donors.
- Provide regular reports to the donors and different stakeholders as required.
- Identify the need for and coordinate input from MEL and quality assurance colleagues/partners to country operations teams.
- Ensure that the programme achieves and can document value for money.

### 2.1. Education Technical Support

- Provide targeted Education technical support to the programme to ensure implementation of high-quality teaching and learning interventions to achieve programme objectives, in line with sector good practice.
- Coordinate with other technical-focused partners.
- Support the development and implementation of effective M&E systems and oversee learning processes to capture the outcomes and impact of Education interventions.
- Provide in-country implementation technical support for prioritized components, including training and material development and review.

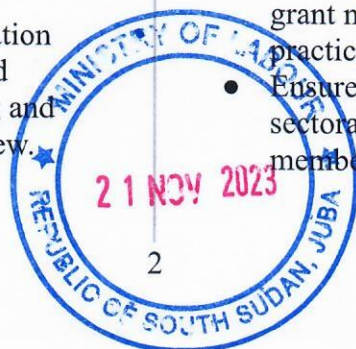
- Provide support to the resource mobilisation department in project development processes.
- evaluations, any other) are fully understood by implementing teams and adhered to;

### 2.2. Stakeholder Coordination

- Represent BRAC South Sudan in clusters, government and relevant coordination fora and meetings at the state level,
- Develop and maintain effective working relationships with all national and state stakeholders, including community leaders, NGOs, UN agencies, and community-based organizations, to enhance cooperation and coordination.
- Ensure strong and cordial relations with local authorities and relevant technical ministries are built.
- Ensure good relationships and regular, structured communications with the Donors through review and modification meetings and budget revision processes.
- Mediate between BRAC and partners to maintain consistent delivery standards and good working relationships across projects.

### 2.3. Programme Learning and Communication

- Ensure that effective use is made of learning from programme monitoring and evaluation to strengthen programme delivery and inform wider practice in relation to BRAC's work.
- Coordinate the development of publications for internal and external knowledge sharing.
- Identify emerging issues of complex grant management and document best practices.
- Ensure cross-learning among the relevant sectoral programmes of the consortium members.



## Financial Oversight and Budget Monitoring

Develop, monitor, review and update the Programme department activity work plan to ensure that it attains its objectives as cost-effectively and efficiently as possible. Manage the expenditure and disbursement of resources allocated to the Education programme. Monitor and advise on programme and project spending and variance reports as per organizational process and procedures.

## 2.4. Human Resource Management and Capacity Building

- Participate in the review of staff job descriptions and setting of performance standards.

- Involved in the recruitment of staff under the supervision of HR.
- Assigns performance objectives to supervised staff, conducts comprehensive performance appraisal of supervised staff, and provides/obtains feedback when necessary
- Ensure that performance records of staff under supervision are submitted to HR on time.
- Provides induction, training, coaching, mentoring and advice to supervised staff to ensure that they understand and carry out their responsibilities effectively

## Required Qualifications/Person Specifications (Experience, Knowledge and skills)

### Experience and Knowledge

- A minimum of ten years experience in education programming with INGOs
- Masters Degree in education, or social sciences relevant to the role
- Computer literate and sound knowledge of Word and Excel

### Skills and Competencies

- Specialised professional training in education programming, donor engagement and donor compliance is preferred.
- Excellent project management skills, including project planning, implementation, monitoring and evaluation, and reporting.
- Strong management experience with INGOs in a humanitarian context, including field

- Excellent report writing skills
- Good facilitation and listening skill

finance for both emergency and development programs

- Good understanding of main program sectors of BRAC South Sudan that includes education,
- Exceptional general management and communication skills, including the ability to



## How to apply (Application Instructions)

Interested candidates who meet the above requirements should submit their applications by 13:00hrs December 8, 2023 (5:00PM Juba time) to the following email address [jubahr-ssd@brac.net](mailto:jubahr-ssd@brac.net) or [takido.bendele@brac.net](mailto:takido.bendele@brac.net) /hand delivered to BRAC country Office Atlabara Plot 15 Block L14 Juba . BRAC believes that everyone we work with including our staff, partners, programme participants and the community has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation. We uphold human dignity and inclusion rights for all, regardless of age, race, religion, gender, disability, ethnic origin or socio-economic condition. As an equal opportunity employer, we actively encourage applications from women and gender-diverse individuals. We welcome persons with disabilities to apply. We nurture a culture where all individuals have the opportunity to realize their potential. Any personal persuasion will result in disqualification of candidature.

