



VACANCY ANNOUNCEMENT

Project Assistant - Education (Open to South Sudanese Nationals only)	
Location :	Magwi, EES, SOUTH SUDAN
Application Deadline	18-DECEMBER-2023 (04:00 PM Central African time)
Type of Contract :	Regular
Post Level :	National Position
Languages Required:	English
Starting Date :	01-January-2024
Duration of Contract :	6 months (With possibility of renewal subject to satisfactory performance and donor funding)

Background

The Child Relief and Support Organization (CRSO) is a non discriminating national non-governmental organization that works for the protection of children's rights and their families.

CRSO's mission is the protection of children at risk of harm, as well as the prevention of any form of abuse, violence and exploitation.

Together with interventions aimed at helping **children** in distress, abandoned or victims of abuses, CRSO supports programs of emergency relief and sustainable development in the field of health, education, Protection, Food Security and Livelihoods, Water, Sanitation and hygiene promotion and Relief/Emmergency responses.

CRSO is in the process of hiring Education Project Assistant. Under the overall guidance and directly reporting to the Education Project Officer, the Education Project Assistant shall be responsible for the implementation of all the education and child protection activities in the target schools and the community in accordance with the project dcouments and donor requirements, detailed in the duties and responsibility section.

Duties and Responsibilities

The Education Project Assistant is part of the key project implementation team at the field level and will be required to execute his/her roles with diligence, expertise and tact



towards the achievement of project objectives, CRSO aspirations and vision for children.

The Education Project Assistant will work with ministry of education and the target communities (schools) to prioritize children's education and enhance protection and safety of all children. More specifically, the Education Project Assistant will be responsible for the following:

- Support community sensitization events in areas of positive parenting, literacy and numeracy, sensitive and holistic parenting and holistic child development.
- Undertake identification, procurement and distribution of educational materials, equipment and supplies;
- Ensure timely implementation of all planned activities within the agreed time and budget.
- Ensure regular follow up of activities and monitor progress in the target schools and the community.
- Submit timely weekly, bi-weekly and monthly report (including 5W report) on the progress and achievement in implementation.
- Support coordination and networking with Payam and County education officials, PTA/SMC and other stakeholders in the project implementation.
- Setup and provide ongoing support and training to Parent Teacher Associations, School Management Committees, Child protection committees, child rights clubs and teachers.
- With support of the Project Officer, coordinate with education officials on the training of ECD teachers on education components and pedagogy including gender and child protection.
- Support the creation and management of children's groups for life skills training and recreation activities; support the facilitators in translation of key concepts in to the local language.
- Complete and submit reports for all trainings conducted within the required period.
- Monitor the quality of all school support including construction and rehabilitation works, school supplies, school latrines etc.
- Support service providers to deliver quality and value for money services in all contractual works and assignments.
- Plan and organize regular meetings with stakeholders and beneficiaries to draw lessons, share experiences and monitor progress of the project.
- Assessing gaps that need to be filled during the project implementation and recommend necessary remedies for action.
- Compile, document and share project related reports, data best practices with the Project Officer.
- Perform other duties as may be assigned.

Impact of results



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The key results have an impact on the overall efficient execution of Project administration and logistical services and consequently, result in the success of the project.

Competencies

Corporate Competencies:

- Demonstrated high moral integrity by modeling CRSO's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional competencies:

Project Management and learning

- Shares knowledge and experience.
- Demonstrated experience in capacity building, monitoring and reporting

Leadership and Self-Management

- Positive, constructive attitude;
- Strong oral and written communication skills;
- Exhibits openness to change and ability to manage complexities;
- Ability to work and act under pressure with tight deadlines and with discretion in politically sensitive environment with a minimum of comfort;
- Ready to work independently;
- Responds positively to critical feedback and differing points of view;
- Solicits feedback from staff about the impact of his/her own behavior.

Required Skills and Experience

Education:

- Minimum of diploma in education and other related fields such as development studies, gender and development, or relevant subject.

Experience:

- At least 2-3 years of progressive work experience in implementing education/child protection project;
- Proven ability to work with multiple partners such as the Government, NGOs, local government, UN agencies, etc.;
- Knowledge of project planning, project finance, and project management procedures that CRSO follows will be a strong asset;
- Good understanding of the socio-economic, cultural and political contexts of South Sudan.



- Good knowledge of computer including Ms Office, spreadsheets, and power point.

Language:

- Proficiency in English both reading and writing is essential.
- Knowledge of Juba Arabic/Luo language is an added advantage

Application process and procedure:

- Please submit a detailed CV with supportive documents as well as an application letter with an explanation as to why you would be the best candidate for the position and why you would like to work with CRSO.
- Please ensure you include contact details for three references; one of these should be your current or most recent employer.
- Applications must be submitted not later by **18th December 2023** by email to christin.crso@gmail.com Please indicate the position you are applying for in the email title. Email applications are **strongly preferred** and your email will be acknowledged. If impossible by email, please drop applications at the Security gate, Magwi field office (opp. DRC Compound), Magwi town during office hours. Alternatively, applications can be submitted to CRSO head office located at Hamza Inn compound, Juba town.
- Only short-listed candidates will be contacted, by e-mail or by phone.

CRSO is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidentiality.

As a child-centered community development organization, CRSO is committed to the well-being of children and supports the Convention of the Rights of the Child. Therefore, CRSO does not tolerate sexual exploitation and abuse and any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

