



PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT



Plan is an International Child Centered Community Development organization – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Working in 50 developing countries across Africa, Asia and the Americas, Plan has 'One Goal, whose aim is to reach as many children as possible, particularly those who are excluded or marginalized, with high quality programs that deliver long-lasting benefits by increasing its income, working in partnership with others and operating effectively.

Plan recognizes that the geographical context and recent history have left the communities of South Sudan highly vulnerable to emergencies from political and inter-ethnic conflicts, influx of returnees, food insecurity, long dry spells and floods. Cognizant of the need Plan is implementing emergency and recovery response in six states of South Sudan, namely Central Equatorial, Eastern Equatorial, Western Equatorial, Lakes, Upper Nile and Jonglei. Program includes food assistance, agricultural rehabilitation, Food Security and Livelihood, Education in Emergencies and Child Protection in Emergencies. Plan International also works with both International and Local partners.

Plan International South Sudan is committed to nurture and developing the capacity of young South Sudanese both males and females. **Plan International is therefore, seeking to recruit a qualified South Sudanese for the following position of Education Project Officer in Program.**

POSITION 1; No. of Vacancies (1)

Job Title:	Education Project Officer
Grade	C2
Tenure	6months
Department	Program
Reports to	Project Manager
Locations	YEI, Central Equatoria State.

"Plan International Strives for a just World that advances children's rights and equality for girls in line with Plan's safeguarding Children and Young People Policy Commitment"



Purpose of the Role

The Education Project Officer reports to the Project Manager and line manages two staff. He/she will coordinate the implementation of education project activities in Rural Yei with focus on teaching and learning in the primary schools for a period of seven (7) months. The Education Project Officer will work closely with the Project Manager, Education team, Child Protection, WFP staff. He/she will receive from the Project Manager guidance on policy and technical aspects of the project to align with the country strategy. The position interacts regularly and monthly with the State/County/Payam Education Department to implement the project activities effectively and efficiently at the Project location and with the project implementing partners and ensure the participation of the key Government Officials/stakeholders and project team to implement the project as per Plan International standards.

TYPICAL RESPONSIBILITIES – Key End Results and Positions.

- Responsible for direct implementation of project activities in the schools in Rural Yei in coordination with the project manager and ensure that, the communities are mobilized to support the implementation.
- Liaise with the State Ministry of Education Science and Technology at County and Payam level, partners in the implementation of the project activities
- Work closely with the County Education Department and the local community leaders/authorities to ensure recruitment of the volunteer teachers are done on merit
- Manage people, finance and resources at the assigned field location
- Coordinate mobilization effort for quality implementation and running of the project at field level
- Responsible to identify/form PTSA and SMC executive members and build their capacity on their roles and responsibilities to support in the effective implementation of the project activities.
- Responsible to develop work plans, both monthly and weekly plans
- Responsible for compiling all project reports and records including monthly, quarterly and annual reports for the project
- He/she will be responsible to facilitate the training of teachers, PTSA and SMC having experience in engaging the County Education staff in the training
- Lead the process of project monitoring of activities and outputs
- Provide management oversight to all project activities in the field
- Responsible for timely request of procurements and monthly cash forecast for the project activities to be reviewed by Project Manager and send to the country office
- Responsible to preposition and distribute teaching and learning materials to the schools and provide a distribution report.
- Ensure timely reporting on the progress, documentation of success stories and gaps that can be used for future development of proposals.
- Any other responsibility as may be assigned by the Project Manager
- Build the capacity of the Assistant Education Project Officers on job training.
- He/she will participate in Education Cluster meetings at the State level

“Plan International Strives for a just World that advances children’s rights and equality for girls in line with Plan’s safeguarding Children and Young People Policy Commitment”



- He/she responsible in the identification of schools for construction/rehabilitation and provision of furniture for quality teaching and learning.
- Ensure mobilization of local resources and plan for implementation of activities
- Ensure proper distribution and utilization of learning resources and teaching materials in the primary schools.
- He/she responsible in development of distribution plan of equipment and materials to schools for effective and smooth distribution.
- He/she coordinate the prepositioning and distribution of teaching and learning materials to pupils and teachers.
- He/she coordinate with the County Education Department, Payam Education Directors, school head teachers and PTSA the distribution of the school materials and equipment procured by the project.
- He/she monitor the management of the school equipment, teaching and materials distributed to schools.
- He/she with the support of the County Education Director, Payam Directors school head teachers and PTSA are involved in the identification/recruitment of the volunteer teachers to teach in the primary schools.
- He/she ensures coordinate with the County Education Department in the selection and training of the volunteer teachers on general teaching methodology and other aspects in the teaching process.
- He/she is the lead in the planning process, organizing and provision all necessary materials for the training of the volunteer teachers
- He/she ensures that the volunteer teachers receive their monthly incentives on condition that time sheets signed by school head teacher with a stamp and approved by the Project Manager.
- He/she follows up the teachers in teaching and learning and hold one to one conference on areas of success and improvement for better performance of the pupils.
- He/she prepares lesson observation report and share with the Project Manager.
- He/she responsible to make sure that all volunteer teachers are provided with the professional teacher code of conduct.
- He/she ensure that teachers prepare schemes of work and lesson plan for effective teaching and learning.
- He/she ensures that teachers prepare teaching learning aids and use them in their lessons for better understanding of the lessons by the learners..
- The project education officer takes the lead to mobilize the community members in awareness activities such as access to education, importance of education etc.
- He/she will engage the County Education authorities in participating in the Back to Learning campaign before the beginning of the school calendar year/term.
- Support the Assistant Project Education Officers in conducting community awareness raising campaigns increase enrolment in schools especially of girls.
- He/she engage with the school administration in identifying important days and work out on how to plan and support the celebration.



"Plan International Strives for a just World that advances children's rights and equality for girls in line with Plan's safeguarding Children and Young People Policy Commitment"





1. Strengthening of PTSA through capacity building

- He/she works closely with the Project Manager in establishing the PTSA and SMC in all the seven primary schools of rural Yei County.
- Support the PTSA executive members to engage communities and school administration in mobilization of learners to access education.
- He/she coordinate with the County Education Department for the training of the PTSA and SMC on their roles and responsibilities, resource mobilization, planning and management.
- He/she involves the PTSA and SMC in regular monitoring of the project activities in the schools and provide updates to the Project Manager and the PIAM as well as the County Education authorities.
- The project education officer will support the monthly PTSA activities: PTSA members will identify concerns and address recommendations to the project's teams to act on barriers to education

Safeguarding Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;
- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Dealing with Problems

- Working effectively with multiple cultures and languages
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Analyze different Education context to put in place systems and resources for teams to operate efficiently and effectively.
- Working in an environment where rapid change might suddenly alter priorities

Communications and Working Relationships:

Internal

- Plan inter-departmental and project teams.
- Plan Monitoring, Evaluation and Research team.
- Plan South Sudan and teams in field locations such as sub-office, and others.

External

"Plan International Strives for a just World that advances children's rights and equality for girls in line with Plan's safeguarding Children and Young People Policy Commitment"



- State, County and local government units, as relevant, pertaining to project implementation
- Donor representatives.
- Cluster coordinators for relevant sectors, as necessary
- UN agencies and NGO operating in the project implementation areas.

Knowledge, Skills, and Behaviors Required to Achieve Role's Objectives:

Knowledge

- A candidate must have a Bachelor Degree or advanced Diploma in Education, Social Science, or management with at least 50% aggregate marks or any other related courses
- Experience in supervising teachers at school
- fluent in English language both oral and written with some spoken simple Arabic
- competent user of MS package

Skills

- good communication, presentation and liaison and interpersonal skills
- Keen interest and knowledge of farming and environmental issues.
- An open, flexible and innovative working style.
- Ability to take initiative and work without constant supervision.
- Must be gender sensitive
- Paying attention to details and minimum supervision.



PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organization for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximize long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.

"Plan International Strives for a just World that advances children's rights and equality for girls in line with Plan's safeguarding Children and Young People Policy Commitment"



- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives



Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequently

Level of Contact with Children:

High contact: Frequent direct interaction with children and their families

Application Submission Details:

All applications marked on the right hand corner of the envelop **"Application for the Position of "Education Project Officer" – Yei should be addressed to:**

**The HR & OD Business Partner
Plan International South Sudan
Hai Jerusalem.**

All Applications should be submitted in hard copies to Plan International Office in Yei County. No submission of applications should be done to other field or country office.

The closing date for receipt of applications is before close of business on 2nd August, 2021.

Note: Applications submitted are non-returnable

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Qualified Women are strongly encouraged to apply.

"Plan International Strives for a just World that advances children's rights and equality for girls in line with Plan's safeguarding Children and Young People Policy Commitment"

