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CARE South Sudan

CARE South Sudan is an International NGO working in South Sudan. CARE and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development, through its strategic goal to reduce poverty by empowering women, enhancing access to resources and services, and improving governance.

Position:	Education Officer
Department:	Programs
Location:	Ruweng Administrative Area
Reports to:	Project Manager
Provides supervision to:	As designated by the supervisor

Purpose of the position:

The School Feeding Project Officer is responsible for implementation of all aspects of CARE’s Food Distribution Program. The School Feeding Education Officer supervises the Food Distribution field monitors and works under the supervision of the Project Manager. To ensure proper management of the newly started project in partnership with the World Food Program (WFP) to implement the school feeding activities in Pariang. CARE is looking for a Project Officer with an experience in coordination and managing of school feeding program in South Sudan context.

Major Responsibilities: (please define in output format – 1-10 things of what you expect to see as a result of this position)

- Lead program staff in implementing School Feeding Program
- Attend monthly Education Cluster Coordinating meetings
- Check daily beneficiary attendance, verify distribution plan and update standard ration per beneficiary.
- Monitor storage of relief food and ensure that the warehouse is well stocked and that counterpart ledger books are kept accurately.
- Monitor distribution of food to beneficiaries and randomly interview beneficiaries for feedback
- Report any SF security issue to the Program Manager
- Conduct PSEA basic sessions to all the Junior projects staff, beneficiaries, school staff in school in order to prevent and control Sexual Gender Based Violence in schools
- Initiate and strengthen PTA/SMC, Project Management Committee (PMCs), Leadership and Education in Emergency training materials.
- Conduct emergency training programs to project staff, partners and beneficiaries.



- Arrange for regular meetings with community leaders especially PMCs and cooperating partners on commodity pipeline, distribution arrangements, food entitlements and other relevant issues to support effective communication flow and efficient operations.
- Allocate tasks to junior staff and providing guidance on-the-job training to support their development and high performance.

- *Work closely with the staff, school administration, teachers and health workers in disseminating appropriate nutrition/health education to the learners.*
- *Work closely with the field logistician to ensure timely and safe distribution of the food commodity to the programme beneficiaries.*
- *Cover some responsibilities of the Program manager in his/her absence to ensure continuity in coordinating activities.*
- *Maintain the data base to inform continuous performance program monitoring.*

- **Program Management**

- Work closely with the field staff to accomplish the project outcomes.
- Develop a reporting mechanism and tools to receive information from field in efficient and timely manner.
- Conduct regular meeting with field team in Jamjang and in the field office in Yida.
- Provide guidance to Field staff to complete activities in timely and quality manner.
- Build the institutional and administrative capacity of staff throughout the implementation.
- Adherence to CARE and Donor guidelines, approved procurement and financial manuals.

Participate in the procurement committees that will be held in Yida whenever invited

Monitoring and Evaluation

- Implement M&E plans, in cooperation with PM's M&E officer as per donor frameworks
- In coordination with CARE's M&E Officer, design M&E tools for various proposes.

Compile collected data and prepare required M&E reports

Financial responsibilities

- Regular liquidation and activity reporting in coordination with CARE's finance officer.
- Support financial expenditure tracking and forecasting ensuring correct spending.
- Managing and applying CARE financial rules during the project implementation.

Ensuring financial procedures are followed for all transactions

Reporting

- Maintain up to date records for all activities conducted.
- To keep all record and registers for SFP.
- To compile daily, weekly and monthly SFP Reports.

Compile stock reports, wastage and balances and submit to PM

Qualifications: Education/Knowledge/Technical Skills and Experience

The following may be acquired through a combination of formal or self-education, prior experience, or on-the-job training:

- **Minimum Qualification required:**
- University Degree/Diploma ideally in Primary Education and Bsc Nutrition,
- Previous experience managing projects implemented through partnerships.
- Experience in food Security, Nutrition, School feeding, GFD.

Experience:

- Two years of experience in Education related project.

Preferred:

- Previous experience working with school feeding project.

Technical Skills & Abilities:

- Excellent communication, interpersonal and diplomatic skills with strong teamwork skills
- Good record keeping skills

Key Relationship:

- SF Project Manager
- School Administration.



HOW TO APPLY

The position will be based in **Ruweng Administrative Area**. This position is **ONLY** open to South Sudanese Nationals.

Opening Date **7th November 2022** and Closing date CARE South Sudan receiving application will be **24th November 2022**.

Applications and CVs should be delivered to: jobs.southsudan@care.org Or Hand delivery to CARE Office NPA Building 3rd floor, Martyrs Street Juba South Sudan or CARE **Ruweng Administrative Area** Field Office

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity and women candidates are strongly encouraged to apply.

