



**NORWEGIAN REFUGEE COUNCIL (NRC)-SOUTH SUDAN
VACANCY ANNOUNCEMENT**

JOB TITLE: Education Project Officer
REPORTING: Education Project Coordinator
DUTY STATIONS: Alek, Warrap State
DURATION AND TEPY OF CONTRACT: 11 Months renewable subject to funding
STARTING DATE: As soon as possible
SALARY: As per NRC National Scale

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Education Project Officer is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

REPORTING TO

Education Project Coordinator

All NRC employees are expected to work in accordance with the organisation's core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

1. Role and responsibilities

The Project Officer is responsible for the day-to-day implementation of the Education activities in Alek

Generic responsibilities

1. Ensure adherence to NRC policies, tool, handbooks, guidelines and donor requirements
2. Implement the Education activities according to strategy, proposals, budgets and plans
3. Prepare periodic status reports and other documents as required by management
4. Ensure proper filing of documents
5. Break down the annual operational plans into weekly, monthly and quarterly implementation plans
6. Coordinate with relevant partners
7. Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures
8. Train and develop team
9. Promote and share ideas for technical improvement in order to improve the quality of the activities
10. Ensure that projects target beneficiaries most in need, and explore and assess new and better ways to assist

Specific responsibilities

1. Ensure correct data collection and tracking of all emergency interventions and participate in compiling emergency related internal (bi-weekly, monthly, quarterly) and external (interim and final) reports

2. Take responsibility for any materials, tools, vehicles, communication equipment provided by NRC
3. Lead in organizing and facilitating trainings programmes in psychosocial support, life skills, content and pedagogy.
4. Lead the Education emergency team in developing training programmes for teachers and CMCs including follow-up and support.
5. Participate in cluster trainings by offering technical skills and knowledge when required in consultation with the project coordinator.
6. Determine training needs of teachers and CMCs from time together with the cluster and the Project coordinator
7. Determine resource materials required for effective teaching including improvised teaching and learning materials to supplement stationeries supplied to schools.
8. Establish appropriate teacher resource kits within learning centres in consultations with teachers.
9. Develop and execute teacher support programme at school level together with Ministry of Education officials
10. Performance management of Education assistants under your responsibility
11. Other relevant tasks as assigned by the Project Coordinator

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Other Education staff including core competency specialists.

Scale and scope of position

Staff:	Education assistants
Stakeholders:	Education actors including NGOs, government
Budgets:	N/A
Information:	
Legal or compliance:	Donor guidelines relating to Education projects



2. Competencies

1. Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are dedicated, Innovated, Inclusive and Accountable.

2. Behavioral competencies

These personal qualities influence how successful people are in their job. Of the 12 behavioral competencies, the following are **essential** for this position:

- Managing resources and achieving results
- Handling insecure environments
- Working with people
- Coping with change



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3. Professional competencies

These skills, knowledge and experience are important for effective performance.

Generic professional competencies for this position:

- Experience from working as an Education Project Officer in a humanitarian/recovery context
- Experience in teacher training and Post-secondary education required.
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own manager skills/profile
- Fluency in English, both written and verbal

Context related skills; knowledge and experience (shall be adapted to the specific position):

- Knowledge of the context
- Knowledge of Juba Arabic and other local languages an advantage
- Good-level competency in computer skills (common Microsoft Windows and Office applications)
- Proven skills and experience in report writing
- Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options

3. Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management System. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The Competency Framework

Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will NOT be returned.
- Applications must be submitted no later than **26th January 2022 by Hardcopy/NRC People system** in an enclosed envelope clearly marked Position of **Education Project Officer , Alek ,Warrap State** to one of these locations:
 - NRC Human Resource Office in Juba
 - NRC Human Resource Office in Alek, Wau & Aweil

Only short-listed candidates will be contacted, by e-mail or by phone.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

Note: Due to the urgency of position, NRC will review applications on rolling bases and will select a suitable candidate before closing date.

This position is subject to funding.



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Approved by Labor
Office Kugak
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