OXFAM SOUTH SUDAN

**JOB DESCRIPTION**

**SENIOR EDUCATION COORDINATOR**

Reporting to Deputy Country Director-Programmes

Internal Job Grade C1 Global

Contract type **Fixed term contract**

Location **Juba South Sudan**

Staff reporting to this post This position will line manage key staff implementing projects/programmes contributing to Oxfam Country Strategy Change Objective on Transformative Education. This might change but will include Roving Literacy Advisor, Roving Vocational Advisor, Consortium Manager, and EU Brice Project Coordinator.

Budget responsibility Oversight of education portfolio budget (Country Operational Plan) and follow up on issues relating to budget performance, including the interface and collaboration with financial and other teams. Supporting relevant staff/managers with preparation of proposal budgets, revision of budgets, development of phased budgets and the planning for education component expenditures.

**Oxfam purpose**

To work with others to find lasting solutions to poverty and suffering.

**Job Purpose**

The Snr Education Coordinator is responsible for providing technical and strategic leadership, guidance and oversight to the country office program in areas of Transformative Education. Snr Education Coordinator will ensure meaningful engagement of relevant staff and partners in the country office planning, budgeting and strategic processes.

The Snr Education Coordinator will support all education program teams and ensure that all Education / Education in Emergencies (EiE) programming is of excellent technical quality, and where relevant in partnership and collaboration with local actors, attracts significant donor funding and contributes significantly to Oxfam’s strategic objectives, national/global learning and advocacy. S/he will provide strategic and technical leadership and assume the overall responsibility for the growth, development and quality of the education portfolio. S/He will bring a proven track record in education and a sound technical background in programme design, capacity development and delivery. S/he should also have experience of managing complex programming delivery in conflict and fragile contexts.

**SCOPE OF ROLE:**

**Programme Quality and technical oversight (30%)**

* Serve as the point of contact for all matters related to education, particularly the scaling up or down of the education programmes, emergency response capacity, cluster representation, policy development and capacity building.
* Provide, or obtain from members/external sources/relationships, appropriate high level technical support on methods and practices (training, tools) to be rolled out within Education / Emergency Education programming.
* Lead the development, design and analysis of continuous assessments of Education and cross-sectoral needs in schools and communities, and ensure that these are appropriately reflected in sectoral strategies and programmes design and development.
* Work collaboratively with other sectors on ways to integrate Education with other programmes, where relevant, in order to maximize impact, including EFSVL, WASH, governance, peace-building, gender and protection.
* Conduct regular visits (50% of time) to the field offices to coordinate with field managers direct capacity building for staff and partners on key technical education areas, including teacher training and professional development, gender transformative education, curriculum development, assessments, and local leadership incl. civil society in education.
* Ensure recognized international and national best practices and Oxfam policies are applied in the education work; promote the safe and meaningful participation of children and youth in our programmes.

**Program management, program development and strategy development (20%)**

* Providing leadership, thematic management, direction and motivation to the geographically spread education programme personnel and partners, supporting the building of professional teams and relationships that link activities and approach.
* Work with colleagues and partners from other sectors to coordinate on and ensure programme integration and synergy building across different project components, programmes, and strategies.
* Develop and update the Education strategy, ensuring consistency with global and national educational standards, policies and frameworks, and ensuring support to preparedness planning in line with the country evolving context.
* Lead programme development for Education in close coordination with Education Programme staff and Area Managers, and other relevant Juba colleagues (proposal development, finance, MEAL, and operations staff).
* Provide technical guidance to ensure the programme quality of Oxfam’s Education programming and support to the APMs and field staff in effective delivery of program implementation on time: monitor against log frames, review actual vs target, review budget vs actual expenses, and advise corrective measures: review of work plan and prepare acceleration plan.
* With the Programme Manager(s), ensure reports to donors are of the highest quality, that there is alignment between the narrative and financial, and that they are submitted in a timely fashion.
* Identifying and integrating relevant education sector analysis and policy considerations that will inform programme policy decision making, in collaboration with partners.
* Coordinating capacity building support and joint monitoring of partners against partnership development plans (identifying the knowledge requirement necessary to meet partners’ and the programme objectives through tailor-made capacity building and sharing).
* Leading in the selection, development, management and expansion of partnerships and strategic collaborations that could form an important part of the programming.
* Supporting partners and the education team in preparing advocacy plans to implement advocacy processes that influence sector policy at local, regional, national and global levels.
* Stay updated on how the context evolves and cluster strategy or humanitarian response plan is updated or changed, as the context changes and priorities evolve.

**Staff development, training and management (20%)**

* Providing ongoing supervision and mentoring to support the performance and professional development of direct reports.
* Orientating new staff to Oxfam values, culture, tools and processes, where relevant.
* Promoting the ongoing development of staff skills and competencies (technical and non-technical) and identifying relevant opportunities to further the development of staff.

**Monitoring, Evaluation, Accountability and Learning (MEAL) (20%)**

* With Education Programme Managers and the Monitoring, Evaluation, Accountability and Learning (MEAL) team, collaborate on the development of tools to monitor and improve the quality of education work, including strengthened outcome level measurements, tools and training. Where necessary provide technical training for staff and partners as required.
* In coordination with the MEAL department, support the development of coherent programme logical frameworks, and advise on the development of robust MEAL plans.
* Where external consultants are required to technically support or monitor and evaluate projects, lead the elaboration of ToR, recruitment and subsequent management of contracted consultants as per the recruitment guidelines.
* Lead the process of lessons learning to ensure high quality Educational programming and working to define a learning and research agenda for programming, with support from the MEAL team.
* Ensure program products and learning are documented and maintained, as well as shared in Oxfam e.g. through communities such as ECPI, also on innovation in Education.
* Lead on education or multi-sectoral technical assessments in coordination with other thematic areas (EFSVL, WASH, etc.) and/or other external sector agencies, ensuring assessment findings are documented.

**External Relations (10%)**

* Maintain strategic links with key stakeholders such as the Ministry of Education, UN agencies, Donors (incl. GPE, ECW), INGOs, National Education Coalition, other local NGOs and CBOs, technical institutes, INEE national and regional working groups, etc.
* Improve/strengthen the coordination of Oxfam’s work with the Ministry of Education at different levels and other relevant stakeholders.
* Represent Oxfam in Government Education Sector Reviews and working groups, clusters and other interagency fora to ensure Oxfam is sufficiently represented in such fora at national level and promote appropriate representation at the field level.
* Help to clearly articulate the Education communication and advocacy messages for the South Sudan country office and connecting to regional/global advocacy when relevant, in cooperation with Advocacy and Communications staff.
* Work at the policy level with high-level decision makers from the host government, participating in strategy development, policy making, and technical discussions, as well as negotiating to determine priorities for development.

**QUALIFICATIONS**

* A Bachelors or advanced Degree in Education or related study (social work, social science etc.)

**Key Responsibilities:**

* At least 5 years of progressively professional and practical experience in managing education programmes at senior level within the international development sector preferably in South Sudan.
* Practical experience in management of personnel, strategic planning, financial planning and control systems as well as the ability to contribute to a team building environment.
* Demonstrated high level of conceptual and analytical thinking skills and excellent strategic programme development skills in areas of Education.
* Ability to maintain expected performance in diverse contexts, potentially challenging environments and physical hardship conditions with limited resources.
* Excellent interpersonal skills, the ability to communicate clearly and effectively and build relationships at all levels, taking into account cultural and language differences.
* Ability to lead teams and facilitate team building and conflict resolution processes.
* Excellent skills in written and spoken English and the capacity to communicate often complex and sensitive issues to a wide audience.
* Good level of computer literacy
* An understanding of child protection issues and of the impact of violence and displacement upon children and communities.
* Strong sense of integrity and personal commitment to the goals of Oxfam
* Experience in promoting and mainstreaming child rights, gender and conflict-sensitivity in education programme design, implementation and evaluation.