



UNIDOR - SOUTH SUDAN

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Job Advertisement

2nd November 2023

POSITION: Education Project Officer (1)

LOCATION: Panyijiar County Unity State.

REPORT TO: Education Programme Manager.

ORGANIZATION BACKGROUND:

Universal Intervention and Development Organization (UNIDOR) is a South Sudanese national and Faith based Organization founded in 2004 and is legally registered by the Relief and Rehabilitation commission (RRC) with registration number 181. UNIDOR is a member of South Sudan NGOs forum, active member of different working clusters across the Country. UNIDOR operates in 4 states and over 11 counties in South Sudan with program portfolio covering health, nutrition, FSL, WASH, Education, General protection including GBV and Child Protection, Peace-Building and Conflict Resolution. UNIDOR continues to provide lifesaving humanitarian assistance to the vulnerable people of South Sudan with the aim of rebuilding lives and restore peace.

UNIDOR 2023-2027 strategic plan Objective is to support humanitarian and development assistance in South Sudan and expand operations in the Eastern Africa region/ great lakes to vulnerable communities in need through the following:

- Strengthening capacities of communities for self-reliance
- Economic and social development of vulnerable children, youth and women.
- Responding to community needs during emergencies, recovery and development.
- Engaging key stakeholders at all levels in policy formulation, implementation and advocacy.
- Addressing discrimination and violence of all its forms against women, children and men.
- Pursuing our mission with integrity, excellence and compassion in service delivery.



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Role and core responsibilities:

The Education Project Officer will be responsible for the overall supervision of Education Cannot Wait (ECW) project implementation in Panyijar County of Unity State. The Project Officer will contribute to overall ECW project activities implementation in Panyijar County through effective supervision and hand on support to the team.

The Project Officer is directly responsible for designing and adapting training tools for the project activities' implementation and reporting.

- Support project teams to ensure the project is implemented effectively with minimal challenges.
- Develop project weekly work-plans based on the project log frames and indicators.
- Support MEAL Officer in overall project implementation, including field visits to verify data.
- Support in the development of project activities' reporting templates and adaption of training tools, including developing assessments tools, data analysis and report writing.
- Support project teams in ensuring that programme related actions are taken based on MEAL findings and feedback from beneficiaries.
- With support from programme team colleagues, provide high quality project information to both internal and external stakeholders, extracting detailed project data relevant for reporting.

Main qualifications:

Education and experience.

- Minimum Bachelor's Degree or Diploma in education or social studies;
- Minimum 3 years equivalent work experience in a humanitarian organization;
- 3 years' experience as Education Project Officer or similar role.

Technical skills.

- Understanding of project management, including project design and proposal writing;
- Familiarity with standard grant management tools such as logical frameworks;
- Knowledge of monitoring and evaluation as it links to implementing successful projects, both days to-day and measuring and demonstrating impact;
- Ability to design, implement and evaluate data collection tools and analysis;
- Good level of proficiency in Microsoft Word, Excel, PPT, KoBo Toolbox, ODK etc.

Languages

- Excellent written and communication skills in English.
- Knowledge of Arabic and local language is an added advantage.



Personal skills

- Ability to work under pressure, travel frequently in conflict-affected areas and to handle numerous tasks simultaneously;
- Capacity to think critically and produce high-quality reports and analysis;
- Strong inter-personal, communication and leadership skills;
- Strong organizational and analytical skills.
- Must have good knowledge and experience of the local context.



Conflict of interest

Any candidate affiliated to, or openly supporting any political party opposed to the UNIDOR's core values, or whose previous position could engender safety issues for co-workers at UNIDOR, will be excluded from this selection process. The employee will be accountable for the responsibilities and the competencies, in accordance with the UNIDOR Human Resource guidelines.

Qualified candidates should submit their cover letters and CV with copies of academic documents to UNIDOR South Sudan head Office located at Kololo-America Embassy Road, Juba Nabari after Catholic university. Or hand deliver to UNIDOR field Base in Nyal For those who will use email E-mail to ed@unidorss.org and vicky@unidorss.org

Deadline for accepting any application will be on Tuesday 21st November 2023, there after shortlisting and interview will be done/ conducted.

