VACANCY ANNOUNCEMENT (INTERNAL AND EXTERNAL)

The UNESCO South Sudan Country Office is seeking to recruit a competent national staff to support project implementation in the education sector. Details of the vacancy are provided below.

Job Title	Project Assistant - Education
Duty Station	Juba
Section /Sector	Education
Contract Type/Level	Service Contract (SC-3)
Contract period	12 months (January-December 2027)
Closing date	23 November 2026
How to apply	This position is open to South Sudanese nationals only. Interested candidates should submit a cover letter, their updated CV and copies of academic certificates to juba.hr@unesco.org

Organizational Context

The UNESCO Office in South Sudan is seeking a dynamic and motivated **Project Assistant** to support the implementation of an African Development Bank (AfDB)-funded Technical and Vocational Education and Training (TVET) project. Under the overall authority of the Head of Office and UNESCO Representative to South Sudan and the direct co-supervision of the Head of Education and the Project Coordinator, the incumbent will provide administrative, operational, coordination and reporting support to ensure the effective delivery of project activities.

Duties and Responsibilities

The Project Assistant will:

- Support the planning, implementation and monitoring of project activities related to TVET and skills development.
- Assist in organizing workshops, trainings, meetings, missions and stakeholder consultations.
- Maintain project records, documentation, databases and filing systems.
- Prepare correspondence, meeting minutes, briefing notes and progress reports.

- Support project procurement, logistical arrangements and financial tracking in accordance with UNESCO rules and procedures.
- Liaise with government counterparts, training institutions, development partners and service providers.
- Contribute to data collection, monitoring and reporting on project outputs and results.
- Perform other related duties as assigned.

Required Qualifications and professional experience

- University degree in Education, Business Administration, Project Management, Social Sciences or a related field.
- At least three years of relevant professional experience in project administration, coordination or programme support.
- Experience working with development projects, preferably in education, skills development or TVET.
- Excellent organizational, communication and interpersonal skills.
- Strong computer skills, including Microsoft Office applications.

Desirable Qualifications

- Experience working with UN agencies or other development partners.
- Familiarity with South Sudan's education sector.

Skills and competences:

- Excellent coordination and networking skills, and an ability to build and sustain effective partnerships inside and outside of the Organization.
- Strong interpersonal and communication skills, both oral and written, including the ability to prepare reports and to present in clear and concise ways.
- Ability to work effectively in a team and to maintain effective working relations in a multi-cultural environment.

Language: Excellent knowledge of English. Good knowledge of Arabic would be an asset.

Application Process

Applications must be received by 23 November 2026 at 17:00 Juba time**.** Only shortlisted candidates will be contacted.