



Save the Children

8 September 2025

External/Internal Job Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Education Project Officer (1) Post

Location: Walgak Filed Office.

Reports to: Consortium Manager.

Contract Period: Twelve (12) Months

CHILD SAFEGUARDING:

Level 3: the role holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE

The Education Project Officer (PO) will be the link between SCI and the designated schools. He / She will facilitate and supervise all aspects of the Education interventions in the designated schools including establishment of environmental clubs. He/ She will be responsible for the day-to-day monitoring of all project activities link to school ensuring schools are adhering to South Sudan integration of climate change related activities into the school Master timetable (National Curriculum) standards and SCI Education quality benchmarks and school safety nets. He/she will be responsible for the timely distribution of education and other school materials. The Education project officer will be responsible for county, school level community engagement and collaboration ensuring support to school administration, training of teachers, PTA, SMC and other community stakeholders. He / She will be responsible for collecting data, monitoring, and follow up of activities to inform project improvements. The EPO will timely develop individual work plans and write reports and timely submit quality reports at different reporting intervals

KEY AREAS OF ACCOUNTABILITY:

Support the delivery of learning and capacity building activities in Save the Children supported primary schools and county officials and packages.

- Work closely with the disaster risk reduction and climate change project officers, Coordinators and partners' staff in implementing and developing all aspects of the integrated education and climate change program.
- Compile and submit weekly, monthly, quarterly and annual work plans and reports to the Education Coordinator.
- Develop an effective and sustainable bridge between the local Education Authorities, and SCI based on good communication, representation, and feedback.
- Articulate and ensure the roles and responsibilities of local education authorities are well received and are implemented
- Establish good relations with the local civil administration and community leaders, particularly the chiefs, sub-chiefs, PTA, SMC, parents and children.
- Develop simple data tracking template for school enrolment to manage school data.
- Work with communities to encourage enrolment of girls & suggest strategizing retention
- Ensure timely and quality reporting for all activities and training conducted and follow up on all training action plans and report on them periodically
- Lead workshops for communities, PTAs, children and others as designated related to the value of education and the links between child protection and education.
- Ensure that SCI all supported schools are visited on regular basis, data collected and documented.
- Conduct joint monitoring and supervision visits to schools with Payam supervisors
- Develop a monthly individual activity plan and ensure project interventions are implemented according to work plan

QUALIFICATIONS AND EXPERIENCE

Bachelor's degree or Diploma in education , master's in education is an added advantage

Essential

- Minimum 3–5 years of relevant experience in the education sector, preferably in program coordination, teaching, curriculum implementation, EiE project management.
- Proven experience in implementing DRRCA in education or school setting, designing and implementing education training initiatives.
- Experience working with schools, education authorities, NGOs, or community-based education projects.
- Familiarity with education policies, frameworks, and standards in South Sudan and other countries.
- Demonstrated ability to collect, analyze, and use data for monitoring and improving education
- Very good experience in writing reports and managing project budget is an asset.
- Background in disaster risk reduction and climate change programming in schools, inclusive education, digital learning, or teacher training is a plus.
- Proven track record of managing large-scale education programs or projects, preferably in partnership with government bodies, international NGOs, or donor agencies.
- Strong experience in implementing South Sudan curriculum, teacher training, education policy, or sector reform is an asset.

- Demonstrated ability to lead multi-stakeholder engagement, including government ministries, local education authorities, and community groups.
- Experience in monitoring and evaluation (M&E) frameworks and using data to drive decision-making and improve learning outcomes.
- Experience supervising teams and mentoring junior staff is highly desirable
- Strong analytical and problem-solving skills
- Good level of IT competency, strong knowledge and skills in Microsoft Excel, including power point.
- A strong attitude for precision, thorough attention to details and passion for data quality
- Strong interpersonal and cultural awareness skills, and the ability to develop productive relationships across a wide range of stakeholders in a diverse, international environment.
- Fluency in English with excellent written and verbal communications skills and a passion for creative and effective communications.
- Commitment to the mission, vision and values of Save the Children.

Desirable

- Familiarity with Education programming in Emergencies and development strands and associated communications principles is highly desirable.

More flexible and have knowledge of local context and cultures of the area

SKILLS AND BEHAVIOURS (our Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance, and applying appropriate consequences when results are not achieved

Ambition:

- Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their personal development, and encourages others to do the same
- Widely shares their vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

Collaboration:

- Builds and maintains effective relationships with their team, colleagues, Members, external partners, and supporters
- Values diversity, and sees it as a source of competitive strength
- Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures;

Child Safeguarding:

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

Safeguarding our Staff:

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

Humanitarian response

In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly

Application Information:

Please attach a copy of your CV and cover letter with your application and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at

([SCI Career Site Careers \(oraclecloud.com\)](https://scicareers.oraclecloud.com))

We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

Deadline for submitting applications: 25th September 2025

Cc: MoJobadvert@gmail.com; ([National](#) Ministry of Labour email Address Juba)



Approved by Labour, PS & HRD
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Director of Labour
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