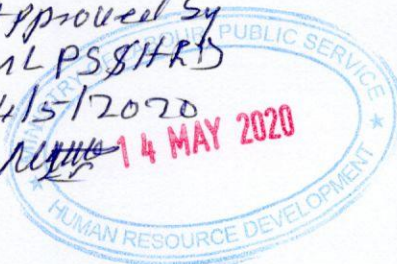




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Approved by  
MLPS/HRS  
14/5/2020  
14 MAY 2020



## **JOB ADVERTISEMENT**

### **Position: Education Project Manager**

Job Title	<b>Education Project Manager</b>
Organizational Unit	Education
Line management	Head of Program
Duty Station	<b>Juba with frequency field visit</b>
Starting date	14-May-2020
Closing Date	2-June -2020
Start date	ASAP

### **Background**

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization operating in South Sudan since founded in 2002 by a group of concern men & women of Upper Nile State, to respond to dire social, economic, livelihoods, Health condition, experienced by the South Sudanese Citizen. UNKEA initially purpose was designed strategies and interventions to fight the deadly Kala-Azar disease which is highly prevented in Upper Nile States with time, UNKEA mandate has expanded to include other intervention such as provision of basic service, Primary Health Care, Nutrition, Food Security & livelihoods, Water & Sanitation, Education, Social development of youth and women; Economic development, Access to justice & Peace Building.

### **Main Purpose of Job:**

**The Project Education Manager** will supervise a team of project personnel to deliver education assistance, coordinate with like-minded actors, and mobilize resources to scale up interventions in the host communities. He/she will ensure capacity of education personnel and project staff are strengthened through tailored trainings and mentorship. The Project Manager will be primarily responsible for delivering quality and timely education assistance and ensuring that documentation and reporting meets required standards. The Manager will work hand in hand with state and county level education authorities, other education actors, school management boards and







Committees, and to facilitate interactions, information sharing, and enrich coordination.

To achieve the above, the Manager must endeavor to understand the peculiarities of the host population, the social infrastructure, and local dynamics. This implies seeking sufficient information, building relationships, and communicating well – bearing in mind, conflict sensitivity as a critical aspect in all undertakings. He/she shall have good understanding of ECD, primary & post primary education, host communities, and establish feedback and accountability structures.

### **Program Representation and Coordination**

- Represent UNKEA at relevant meetings with government, UN agencies, EC/MYRP Consortium, and Civil Society in consultation with Head of Programs & Executive Director
- Work closely with Head of Programs to coordinate representation at sector-specific government/other meetings in the country.
- Establish and maintain regular coordination mechanisms and meetings internally to ensure that all programs are sharing information, sharing resources and coordinating activities.
- Working with project staff, ensure monthly work plan are prepared by the field-based staff and coordinate activities across programs to allow for better coordination of support to partners, field visits and use of resources.
- Establish and maintain regular contact with current and potential partner organizations, and ensure coordination of UNKEA Education programs in the field
- Work closely with M & E officer to develop project monitoring framework for project
- Develop project implementation plan with clear targets
- Participate in proposal development and budgeting
- Provide regular quality project progress report

### **Operation and Administration**

- Work with the Coordinators to ensure adequate support system are in place in each field location.
- Act as the main focal point for all operation and administrative support to the field offices in the county/state.







- Coordinate the use of UNKEA project resources (vehicles, etc) in the region and sharing of these resources between programs.
- Supervise, mentor and support the field support staff and ensure that they have the appropriate skills needed to coordinate and support UNKEA's work in the field location.
- Support the finance officer's preparation of monthly financial reconciliation and review / approve before sending these on to donors.
- Ensure that UNKEA's field operation are in full compliance with donor regulations.
- Other tasks as assigned by the supervisor

### **Person Specification**

#### **Essential:**

- A strong team player with excellence interpersonal skills;
- Strong ability to perform and priorities multiple tasks;
- Fluency in English and excellent English writing skills;
- Strong analytical and leadership skills;
- Must be able to work effectively with government officials;
- Knowledge of Arabic and/ or local language(s)
- Ability and wiliness to travel to remote parts of South Sudan;
- Consensus building and creative problem-solving skills;
- Ability to work and be flexible in a less than perfect environment;

#### **Qualifications, Skills and Experience:**

- **A minimum of three years' experience** in Education program implementation and an understanding of the challenges of program implementation in South Sudan;
- **A Bachelor's Degree or the equivalent in Education**, and other studies in relevant technical discipline;
- Knowledge of local area (project locations) and familiarity with local language spoken in the project locations is mandatory
- Excellent interpersonal, communication, writing and oral presentation skills
- Ability to perform well in a complex environment with multiple tasks, several deadlines and intense pressure.







- Fluency in English language, Arabic required, knowledge of local language is an advantage
- Demonstrates a systematic and efficient approach to works collaboratively with team members to achieve results
- Relates and works well with people of different cultures, gender and backgrounds.
- Ability to work in isolated areas with minimum comfort. Flexible and innovative

### **HOW TO APPLY**

If you are interested to apply for this position, please submit your CV along with your cover letter outlining how you meet this position. Submit your CV and copies of all relevant recommendations/documents **VIA ELECTRONIC IS ONLY ACCEPTED**

Please indicate the position you are applying for in the subject line i.e. **“Application for the position of “Education Project Manager”** or Via Email to [unkeahrm@gmail.com](mailto:unkeahrm@gmail.com) or [unkea.adm@gmail.com](mailto:unkea.adm@gmail.com)

Only shortlisted Candidates will be shortlisted for interview.

***NOTE Due to urgency of the position we will be reviewing the application as they come and interview may be done before the closing date.***

***NB: This position is open for South Sudanese nationals only***

