



Windle Trust International

Education transforms society

Date: 18th September 2023

JOB TITLE	Project Officer
LOCATION	Northern Bahr El-Ghazal State - Aweil
REPORTING TO	Project Coordinator
OVERALL, PURPOSE	Windle Trust International is seeking a qualified, visionary, vibrant, growth-oriented and committed individual to join the Adolescent Girls' Education in Crisis Initiative (AGENCI) Western Equatoria and Northern Bahr El Ghazal State as the Project Officer (PO). The PO will have the overall responsibility of supporting the effective day to day management of the AGENCI project which includes representation, budgetary control, logistics, human resources and project monitoring. The PO will work with Community Mobilisers and School Mothers to ensure smooth running of AGENCI activities in the field.
ORGANIZATION OVERVIEW	Windle Trust International (WTI) registered as a charity in 2002 and is a company limited by guarantee in the UK. WTI formerly operated as HPCT and was formed to manage the operations of the Trust. Windle Trust International (WTI) has been working since 2005 with field presence in almost all the States in South Sudan with its head office in Juba.

Role and responsibilities
<ul style="list-style-type: none"> • Ensure close working relation with State Ministry of Education and County Education Directors. • Oversee the management of all staff directly responsible for implementation of the AGENCI project. • Inspire the commitment of team members to meet the project goals and objectives. • Implement the AGENCI project outputs in a timely manner • Ensure that the Project Coordinator is kept fully informed on the condition of the project and all important factors influencing it by preparing and submitting reports as required. • Ensure attendance at meetings that will foster good relationship with all education partners. • Promote and protect the name, logo and positive image of Windle Trust International • Maintain official records and documents, and ensure compliance with State Government regulations.
MINIMUM QUALIFICATIONS/ EXPERIENCE
<ul style="list-style-type: none"> • University degree or postgraduate qualification in Education and Development • A minimum of 2 years' experience in a similar position preferably with and INGO • Experience in working on gender related project. • He/she should have experience in working with State Ministry of Education & County Education Director. • He/she should have excellent both verbal and written communication & negotiation skills. • He/she should possess exceptional organizational skills that help him/her plan objectives and strategies which allow team members to perform optimally.



SKILLS/ATTRIBUTES	
<ul style="list-style-type: none"> • Able to work under pressure and with diverse cultures; • Self-starter and independent thinker; • Flexible work style and with an interest in being part of a dynamic and evolving team; • Strong interpersonal skills and team player with the ability to build relationships with staff and partners at all levels; • Excellent communication skills 	

WORK CONDITIONS	Based in Northern Bahr El-Ghazal State. Approximately 20% travel time to each of the project sites. Windle Trust International will offer a salary and benefit package which will be discussed with the successful candidate
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JOB COMMITMENT	
Starting Date	As soon as possible
Duration Of Commitment	3 months renewable subject to availability of funding and satisfactory performance.

SUBMISSION OF APPLICATION	
Closing Date	5:00 pm 5 th October 2023
Address	All applications should be submitted to: Windle Trust International Office in Aweil at State Ministry of Education or electronically to: Jobs@windle.org.uk copying Lilian@windle.org.uk
Other information in	<p>Please provide the following when applying for this post:</p> <ol style="list-style-type: none"> 1. Personal letter of application 2. Curriculum Vitae (CV) that contains details of your qualifications, experience, present position, current remuneration, contact details and names of three referees. <p>Only short-listed candidates will be contacted.</p>
	Windle Trust is committed to safeguarding and has ZERO TOLERANCE on sexual exploitation, sexual abuse and economic exploitation of beneficiaries and children. Thorough background check will be carried out including police check on records of good conduct. This is to avoid perpetrators of SEA. Any proof of pending investigation of SEA allegation case will lead to summary dismissal.

