

22 February 2023



# Save the Children

## Job Advertisement

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

SCI is seeking to recruit: -

**Job Title:** Education Coordinator (I Post)

**Location:** Abyei

**Reports to:** Project Manager (technically) and Field Manager (administratively).

**Staff reporting to this post:** 1 Education Officer, 1 protection officer, 1 MHPSS officer, 1 Gender Officer.

**Contract Period: 24 Months**

### ROLE PURPOSE:

The Education Coordinator will assist Programme Manager in ensuring the effective implementation, coordination, supervision, and representation of programme activities as required and/or designated by the Programme Manager. Under the supervision and technical support of the Programme Manager, the Education Coordinator will work as part of the SCI Education team to provide technical support and guidance to partners guidance to SCI project staff and supervise the overall implementation of the project.

In the absence of the Programme Manager, the post holder will manage the programme team and assume all other technical programme activities as they relate to the project. He/she will support the Programme Manager in day to day program management.

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.

### KEY AREAS OF ACCOUNTABILITY:

## Programme Management

- Coordinate partnerships and take lead in ensuring the implementation of SCI self implemented activities in the Education MYRP\_ECW-GPE program.
- Provide technical support and guidance to staff & partners to strengthen their planning, implementation, monitoring, evaluation and reporting systems on all Education programme activities.
- Oversee and guide the implementation of project activities carried out by implementing partners.



- Monitor partner project progress by engaging in monitoring visits and producing signed off monthly/quarterly monitoring reports.
- Identify partner capacity needs and report to technical managers, MYRP\_ECW-GPE PM & Field Manager for support.
- Support programme management through consulting with implementing partners and staff on annual plans & budgets, generating program DIPs, Procurement Plans, budget phasing, monthly forecasts.
- Facilitate joint planning meetings & visits with CP & CRG Coordinator & MEAL team to ensure integration of program activities and efforts.
- Support monthly updating of the IPTT and Output tracker by MEAL team through liaising with partners and officers for information.
- Ensure financial compliance of activities in Education with approval of the respective line managers.
- Participate in budget monitoring by reviewing monthly BVAs and providing feedback for reclassifications, recoding and or other amendments.
- Support partners in producing quality monthly narrative reports and provide MYRP\_ECW-GPE PM with information for the compilation of biannual and annual Education program reports to Member and/or Donor.
- Participate in the development of proposals in the department as and when necessary
- Liaise with other Coordinators and Project Officers from other sectors in the field to achieve maximum integration of projects and to further the aims of child rights programming and securing quality and safe learning environments.
- Lead in submitting timely program supplies requests for procurement to be initiated and supplies are delivered on time.
- Ensure Education staff have required capacity and support them through coaching and mentoring in building their capacity.
- Ensuring compliance with donor requirements as well as Save the Children HR, Finance and Procurement procedures and other SCI country policies.
- Ensure that staff and partners provide programme beneficiaries with ongoing, age-appropriate verbal or written information in relevant languages about the behaviour they can expect of staff and representatives, in line with the Child Safeguarding Policy and Code of Conduct; and how to raise concerns

### **Coordination, Representation, and Advocacy Support**

- Establish, nurture, and maintain strong and positive relationships with the State Ministry of General Education and Instruction (MoGEI), relevant Departments, implementing partners and Education Cluster stakeholders within the State for information sharing, exchange of knowledge and coordination of Education programming in the State.
- SCI representation and participation in the State Education cluster meetings and other related Interagency education coordination forums.
- Participate in Interagency multi sectoral needs assessments in the State in response to humanitarian/ emergency situations and other programming related assessments.



- Facilitate advocacy processes on Education related issues within the State inclusive of Safe Back to School Campaigns, Teacher Professional Development advocacy needs and others emanating from the programme.
- Identifying opportunities for cooperation with Government departments and other development agencies in the State and participating in State network engagements related to programme activities
- To attend, participate and contribute in relevant national, regional and international forums as assigned by the line manager.

### **Community sensitization and IYCF promotion**

- Facilitate quarterly community sensitizations on MIYCN;
- Ensure availability and distribution of MIYCN IEC materials to nutrition services sites, and catchment health facilities
- Facilitate coordination for breast feeding promotions marking world celebration days (WBBW August 1, Women's Day March 8) etc.
- Attend community and county level meetings and discussion on MIYCN,
- Organize county MIYCN promotion activities; such as the celebration of the world breastfeeding week

### **Lakes State Education Cluster Co-Lead**

- Co-chair regular and inclusive Education Cluster meetings in the state.
- Invite all humanitarian education partners in the state to Education Cluster meetings, take attendance and provide all members with meeting minutes, the updated contact list, and other supporting documents.
- Ensure that the engagement of the partners provides a timely, effective and quality response to the needs in the state
- Represent the Education Cluster in inter-Cluster meetings and other state coordination fora as relevant.
- Based on needs assessments and gap analyses, develop and regularly update a Cluster state response plan to respond to the identified needs and fill the identified gaps.
- Ensure effective links with other Clusters at the state level, particularly Child Protection and WASH, and address cross-cutting issues, with a particular focus on gender equality and adolescents and youth.
- Contribute to contingency planning as required.
- Provide a monthly update of the needs, and ongoing and planned interventions in the state, and share with all Cluster members in the state and with the National Education Cluster.
- Represent, or identify an appropriate representative, for the Education Cluster in Inter-Agency Rapid Needs Assessments (IRNAs) in the state.



- Support advocacy campaigns, especially cross-sectoral advocacy on issues like humanitarian space and access, needs-based assistance, impartiality, and neutrality of the humanitarian response.
- Contribute state-specific information and data to the development of funding proposals at the national level when requested
- Actively collect information (including photos when possible) and conduct the verification on the occupation and vacation of schools by IDPs and armed forces and groups.
- Support the SMOEST in advocating, coordinating, and reporting on educational issues such as primary and secondary examinations, school registration, teacher payments, and similar.

#### **Documentation**

- Document key project processes, lessons learnt and significant change stories for institutional learning and sharing with internal and external stakeholders.
- Ensure collection and compilation of upto date accurate data in the Education project for continuous tracking of program results and impact.

#### **Child Safeguarding**

- Ensure that staff provide programme beneficiaries with ongoing, age-appropriate verbal or written information in relevant languages about the behaviour they can expect of staff and representatives, in line with the Child Safeguarding Policy and Code of Conduct; and how to raise concerns
- Ensure children and their communities are aware of conduct to expect of SC staff and how to raise concerns.
- Any other duties as assigned by the line manager

#### **QUALIFICATIONS**

- University Degree in the field of Education. A Masters Degree will be an added advantage
  - Certification and experience in Program/Project Management.
  - Experience working with and for the Education Cluster and working with both Government, humanitarian, and development partners a great advantage
  - At least 3-5 years' experience in a similar role in an NGO environment working in child-centered development programs.
  - Extensive experience working with local partners in South Sudan
  - Strong interpersonal and networking skills with excellent written and spoken English
- Eligibility to work in Lakes State and within counties supported by the programme

#### **EXPERIENCE AND SKILLS**

##### **Essential**

- A minimum of 3 years relevant work experience in an environment dealing with Education, child development, child rights, and child participation issues, and the ability to work within multi-cultural environments.
- Demonstrable experience in integrated programming and project management.



- Computer literate particularly in Word, PowerPoint and Excel.
- Fluency in written and spoken English and other vernacular languages of South Sudan mainly Dinka.

#### Desirable

- Experience in a similar role in an NGO environment working in child-centered development programs.
- Good interpersonal and advocacy skills, a flair for report writing, excellent public relations, and ability to network.

#### The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education, and child protection. We also campaign and advocate at the highest levels to realize the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

#### 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))

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.

**In case you face any difficulty accessing the link, please come to Save the Children International head office in Juba Hai Malakal or SCI Field Offices for HR support**

**Deadline for submitting applications: 13<sup>th</sup> March 2023.**

**Cc: [MolJobadvert@gmail.com](mailto:MolJobadvert@gmail.com) (National Ministry of labor email Address Juba)**

