



Christian Mission for Development
Transforming lives, building communities

Vacancy Announcement

VACCANCY (02)

SV-H-3

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[Signature]

27/06/2025

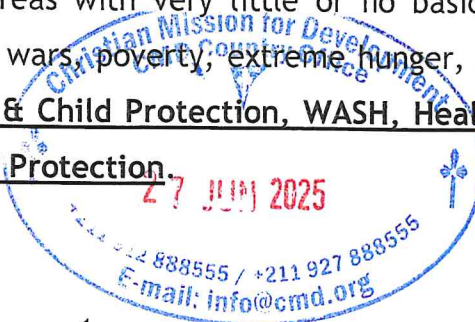
Approved by A/Director for Lobe

27 JUN 2025

Job Title: Education Assistants (02)	Expected Start Date: July 2025
Reporting to: Education Project Coordinator (EPC) and works closely with Education & Child Protection Manager, Project Finance In-Charge, MEAL Coordinator and Safety & Operations Manager.	
Basic Position Description: <p>The Education Assistants will facilitate and supervise all aspects of UNICEF's ECHO-funded Education in Emergencies (EiE) and resilience project implementation at the school level, distribution of administration, education and school materials, support teacher training programme, community engagement, conduct outreach visits, and follow up and monitor activities to make evaluations and suggest improvements to the project. They will assist the Education Project Coordinator with activities such as enrolment & retention in schools, back to learning campaigns, working with PTAs/SMCs, teachers, female mentors, CFS/help desk facilitators, community dialogue champions, and school improvement planners.</p>	
Country: South Sudan	Field Based - Pibor, Greater Pibor Administrative Area (GPAA)
Contract Duration	22 Months - full time & fixed term, renewable based on performance and availability of funds.

About CMD:

Christian Mission for Development (CMD) is a non-profit, non-governmental, multi-sectoral relief and development organization working to provide holistic services to poor and poverty-stricken communities in East Africa. Founded in 2005, CMD has remained one of the major national NGOs in South Sudan saving lives, alleviating suffering, and helps affected communities rebuild their lives. CMD works with partners to reach hard-to-reach areas with very little or no basic services and significantly in regions affected by wars, poverty, extreme hunger, and illiteracy. Our thematic areas are Education & Child Protection, WASH, Health, Nutrition, Food Security and Livelihoods and Protection.





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Vision: CMD envisions empowered, holistically transformed and economically self-reliant communities growing in unity and diversity.

Mission: CMD exists to inspire, empower, and transform communities through provision of holistic social services and development assistance.

Background:

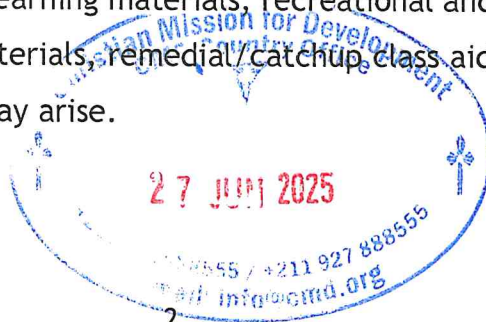
The Christian Mission for Development (CMD), in an enduring partnership with UNICEF, is implementing a 22-month forerunner ECHO-funded Education in Emergencies (EiE) Project in Pibor titled, “ **Life Saving Response to the Most Acute EiE and Protection Needs**”.

Commencing in July 2025 and running through March 2027, the Project will ensure that 8,394 (4,365 Girls) vulnerable school-aged children (IDPs, returnees, refugees and host communities) in Pibor County receive lifesaving, quality, equitable and protective non-formal and formal education services.

Main Roles & Responsibilities

The Education Assistants will perform their duties under the close supervision of CMD’s Education Project Coordinator. Specific responsibilities will include:

1. Assist Education Project Coordinator in establishing appropriate mechanisms to implement UNICEF’s ECHO-funded EiE and resilience Project in partnership with Schools, Communities and County Education Department (CED).
2. Assist Education Project Coordinator in development of monthly plans, and prepare bi-weekly and monthly reports.
3. Follow up the implementation of the Detailed Implementation Plans (IPs) for all components of the project.
4. Distribute teaching & learning materials, recreational and dignity kits, radio-based instructional materials, remedial/catchup class aids, and other school supplies as the need may arise.





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5. Establish links among communities (including PTAs/SMCs), target schools, and local stakeholders in order to maintain and strengthen good relationship for better implementation of the project interventions.
6. Participate in school-level education meetings and represent the project in an effective manner in both formal and nonformal settings.
7. Work closely with teachers in both ALP Centers and formal schools to improve the quality of learning and foundational literacy & numeracy.
8. Supervise the work of teachers and or facilitators, female mentors, community dialogue champions, help desk facilitators, school improvement planners, and child-friendly space facilitators and assist them in the delivery of project work plan.
9. Organize monthly and bi-monthly meetings of PTAs/SMCs, community dialogues, female mentors for girl children, help desk/CFS facilitators and school improvement planners and record proper minutes for reference and reflection.
10. Assist Education Project Coordinator in identifying training needs and in organizing training workshops for targeted project beneficiaries.
11. Provide necessary administrative support in facilitation of workshops and trainings for potential stakeholders and beneficiaries.
12. Arrange and help carry out joint monitoring of project activities, maintain accurate records with the support of Education Project Coordinator.
13. Report project work progress information to Education Project Coordinator after completion of each monitoring & evaluation process.
14. Keep the records of relevant monthly and quarterly progress reports of the project.
15. Update the filing system daily, weekly and monthly bases with incoming and outgoing correspondence.
16. Carry out any other relevant task assigned by the line manager/Education Project Coordinator.





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Qualifications and Experience

- A Certificate or Diploma in Education or related field and/or a post-secondary school certificate in social sciences.
- At least 2 years of accrued working experience in education project implementation applying partnership approaches is desirable.
- Understanding of SPHERE and/or INEE minimum standards.
- Knowledge of the basics of Child Protection and/or psychosocial support.
- Experience working with children and/or educators; MoE-level experience a plus.
- Experience in community mobilization and/or relationship building.
- Experience in strategic thinking and planning skills, be able to set priorities, prepare manageable plans and to evaluate progress.
- Ability to establish and maintain conducive collegial relations and perform effectively as a member of a team.
- Willingness to travel and work in hard-to-reach areas, occasionally under strenuous conditions.
- Good knowledge about data collection, entry and analysis.
- Computer literacy and excellent documentation skills are a must.

Core Behaviours

- Ability to intervene with crisis management or troubleshooting as necessary.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Excellent time management and planning capacity.
- Experience of working in remote field bases with limited infrastructure
- Availability and willingness to work extra hours during times of humanitarian responses.





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Safeguarding

The Christian Mission for Development (CMD) is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

1. Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
2. Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
3. Complying with all safeguarding framework policies and practices.
4. Completing mandatory training courses relating to our safeguarding practice.

HOW TO APPLY

1. Interested Candidates are requested to submit their Applications, Updated CVs and a scanned copy of their nationality ID/passport to: **HR Department, CMD South Sudan** OR email them to recruitments@cmd.org, education@cmd.org and info@cmd.org NOT later than Wednesday 17th July 2025.
2. Applications in hard copies must be bound in one document and sent to the following address: **Christian Mission for Development (CMD)**. Juba, South Sudan. Tongping Area, Juba Na-Bari, Plot No. 188 Block No. III, 3rd Class Residential Area, Adjacent to Catholic University of South Sudan.
3. The positions are open only to South Sudanese nationals with reputable credentials in EIE / ECE and resilience programming.
4. Female applicants are particularly and strongly encouraged to apply.
5. Only shortlisted candidates will be contacted, and applications submitted will not be returned.

