

Approved and to be put of the
Public notice Board.



Education Assistant
Based in Nimule, South Sudan:

Background:

Drop in the Bucket is a registered international NGO that has been operating in East Africa since 2006. We work directly with underserved and marginalized communities in remote areas of Uganda and South Sudan.

Our program, Promoting Girls Education in South Sudan (ProGESS) provides secondary scholarships to vulnerable girls who have excelled academically. The aim is to provide an opportunity for deserving students, who are financially challenged, to pursue their academic dreams. Our goal is to assist them in reaching their full potential through access to quality education.

DROP is actively seeking enthusiastic, qualified and experienced candidate who is committed to our vision, mission and values to fill the opening of:

Job Title: Education Assistant
Position Type: Full Time National Staff
Department: Education
Location: Nimule, South Sudan
Reports to: Program Manager
Reporting Date: January 5th, 2023

Scope of work:

The Assistant Officer – Education will be responsible for ensuring that the project is implemented according to plans.

Under the direct supervision of the Education Program Manager and Director, the duties include, but not limited to program development, support to secondary students receiving scholarships, progress monitoring and evaluation and overall support to program implementation. In addition, there is a large component of this position that includes data collection on enrollment, attendance, and progress of students in both primary and secondary schools. Strong writing skills are required for reporting.

Specific Duties and Responsibilities:

- Conduct a baseline needs assessment on the educational needs of girls in selected schools and design an appropriate strategy for retention of school drop-outs.
- Prepare and manage work plans to ensure that all project components are well supported.



- Document teacher and student capacity gaps and work to identify appropriate strategies for addressing, mentoring and guiding their improvement.
- Conduct regular support supervisory visits to projects to ensure quality of education projects
- Support identification and documentation of quality success stories.
- Ensure that education projects are implemented according to national guidelines and program objectives.
- Collect data on enrollment, attendance, and progress of students in both primary and secondary school.
- Collect and organize data to be entered into database
- Maintain effective working relationships with partner NGOs, stakeholders and community-based organizations. Participate in Education cluster meetings.
- Prepare internal and external reports within agreed deadlines using DROP and donor formats as required.
- Development of proposals and concept notes in coordination with education officer and manager.
- Perform other relevant duties as necessary.
- Work with manager and director to guide evaluation and documentation of projects including gathering of qualitative information, case studies, lessons learned, and other relevant information, ensuring they are appropriately packaged, stored, and shared

Skills and Qualifications Required:

The ideal candidate will have the following credentials:

- Bachelor Degree in Education or relevant subject
- Professional technical experience, including 3 years implementing education program in South Sudan.
- Must have NGO experience.
- Excellent computer and data entry skills are essential.
- Demonstrated experience in capacity building, project design and budget management.
- Experience in working with and coordinating with the government and other stakeholders.
- Must have motorbike license and be able to ride.
- Must be South Sudanese national

Application Process

Those who meet the requirements please submit a one-page cover letter and CV (no more than 4 pages) with details of your qualifications and work experience i

Must including three professional references.



All offers of employment are made contingent upon the successful completion of all applicable background checks.

Applications send CVs, with references, to: jobs@dropinthebucket.org not later than 17th November 2022.

Please Note

1. DROP is an equal opportunity employer.
2. Only finalists shall be contacted.
3. All documents submitted will not be returned and are subject to authenticity and background checks.

We encourage you to visit our website: www.dropinthebucket.org for more information about our work.

