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Save the Children



22 January 2025

Job Advertisement

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

SCI is seeking to recruit: -

Job Title: Roving Education Coordinator

Location: Akobo East Roving

Reports to: Education Thematic Programme Manager

Contract Period: 9 months.

CHILD SAFEGUARDING:

Level 3: the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

The Roving Education Coordinator will be the budget holder for this Project and will work closely with Education Thematic Programme Manager, Education Coordinators, Teachers trainers, DRR & Climate Change Officer, Community Mobilisers, Nutrition Program Manager, Nutrition Coordinators, Nutrition Officers, WASH Coordinator and WASH Officer in ensuring the effective implementation of Multi sectors Project, coordination, supervision and representation of LEGO- EiE Project activities as required and/or designated by Education Thematic Program Manager in Akobo East and Bor South Counties in Jonglei State Under the supervision of Thematic Programme Manager the Roving Education Coordinator will work as part of SCI LEGO-EiE Education team to provide technical guidance to programme staff and supervise the overall implementation of the project in Bor South and Akobo East Counties with support from Education Thematic Program Manager and other sectors leads.

SCOPE OF ROLE:



Reports to: Education Thematic Programme Manager

Staff reporting to this post: Community Mobilisers.

Budget Responsibilities: Yes

KEY AREAS OF ACCOUNTABILITY:

Programme Management

- Coordinate partnerships and take lead in the implementation of all Education activities in the Education LEGO-EiE project.
- Provide technical support and guidance to staff 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 Community Mobilisers.
- Monitor project progress by engaging in monitoring visits and producing signed off monthly/quarterly monitoring reports.
- Identify community Mobilizers capacity needs and report to Education Thematic Programme Manager Field Manager for support.
- Support programme management through consulting with implementing other sectors and staff on annual plans & budgets, generating program DIPs, Procurement Plans, budget phasing, monthly forecasts.
- Facilitate joint planning meetings & visits with Nutrition team & WASH team & MEAL team to ensure integration of program activities and efforts.
- Update monthly IPTT and Output tracker by MEAL team through liaising with other sectors leads and officers for information.
- Ensure financial compliance of activities in LEGO-EiE project with approval of the respective line managers.
- Lead in budget monitoring by reviewing monthly BVAs and providing feedback for reclassifications, recoding and or other amendments and attend Monthly awards review meetings
- Write and submit quality monthly, narrative reports and provide Education 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.

Coordination, Representation and Advocacy Support

- Establish, nurture and maintain strong and positive relationships with the CED & State Ministry of General Education and Instruction (MoGEI), relevant Departments 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.

Jonglei Education Cluster Co-Lead



- Co-chair regular and inclusive Education Cluster meetings in the County
- 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 County 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 Nutrition and WASH, and address cross-cutting issues, with a particular focus on gender equality and adolescents and youth.
- Contribute to contingency planning as required.

Documentation

- Document key project process, lessons learnt and significant change stories for institutional learning and sharing with internal and external stakeholders.
- Ensure collection and compilation of up to 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 behavior 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.
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BEHAVIOURS (Values in Practice)

Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for save the children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.



Integrity:

Honest, Encourages Openness And Transparency; Demonstrates Highest Levels Of Integrity.

QUALIFICATIONS

- University Degree in the field of Education, Program/Project Management or equivalent.

Essential

- A minimum of 3 years relevant work experience in an environment dealing with Education, Nutrition, WASH, child development, child rights and child participation issues and ability to work within multi-cultural environments.
- Demonstrable experience in integrated programming and project management.
- Computer literate particularly in Word, Power Point and Excel.
- Fluency in written and spoken English and other vernacular languages of South Sudan.

Desirable

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

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Safeguarding:

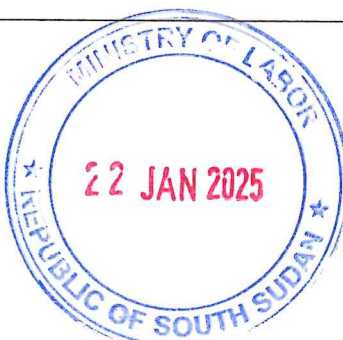
We need to keep children and adult beneficiaries safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children and vulnerable adults from abuse and harm.

Health and Safety

The role holder is required to carry out the duties in accordance with SC Health and Safety policies and procedures.

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 difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR Technical support or hand delivery.

Deadline for submitting applications: 10th February, 2025.

