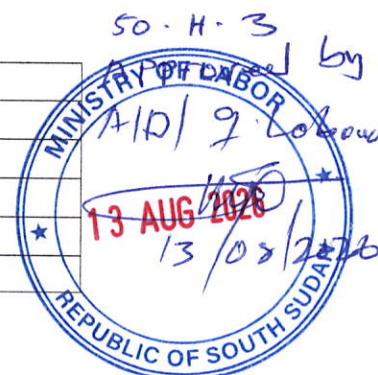




Job Description

Position title:	National Education Cluster Co-coordination
Location/Base:	Juba – with frequent travels to all states
Reports to:	Education Cluster Coordinator
Number of positions:	01
Contract Duration:	4 months
Advert:	Internal and External



1. UNKEA Background

Universal Network for Knowledge & Empowerment Agency (UNKEA) is a national organization operating in South Sudan. UNKEA was founded in 2002 by a group of concerned men and women from Upper Nile State to respond to the critical social, economic, livelihood, and health challenges affecting South Sudanese communities.

UNKEA initially focused on addressing Kala-azar disease in Upper Nile Region, contributing significantly to disease prevention and control efforts. Following this achievement, UNKEA expanded its mandate to respond to broader humanitarian and development needs.

UNKEA's current programming areas include Primary Health Care, Nutrition, Food Security and Livelihoods, Water, Sanitation and Hygiene (WASH), Education, Youth and Women Empowerment, Economic Development, Access to Justice, Peacebuilding, Protection, and Social Development.

UNKEA works with government institutions, United Nations agencies, international partners, and local communities to deliver accountable, inclusive, and sustainable interventions that improve the lives of vulnerable populations.

2. Job Summary

UNKEA will host the Education Cluster National Co-Coordinator in South Sudan, providing technical and coordination support to the Education Cluster under the guidance of the Cluster Lead Agencies and in collaboration with UNICEF, Save the Children, MoGEI, government counterparts, UN agencies and humanitarian partners.

The position will strengthen national and Sub-National coordination, support implementation of the Education Cluster Strategy and HNRP, facilitate needs analysis and response monitoring, build partner capacity, promote localization and contribute to collective advocacy and resource mobilization. This role will also ensure that protection, child safeguarding, PSEA, gender equality, disability inclusion, AAP and safe learning environments are integrated across the Education in Emergencies response.

3. KEY FUNCTIONS AND RESPONSIBILITIES

3.1 Support Education Cluster Coordination and Strategic Leadership

The National Education Cluster Co-Coordinator will:



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- Support the overall functioning and coordination of the South Sudan Education Cluster at national level.
- Support implementation and review of the Education Cluster Strategy, Humanitarian Needs and Response Plan (HNRP), contingency plans, anticipatory action plans and other collective priorities.
- Facilitate regular, inclusive and action-oriented Education Cluster coordination meetings.
- Support the development of common positions, priorities and collective actions among Education Cluster partners.
- Promote adherence to humanitarian principles, the Cluster Approach and Principles of Partnership.
- Maintain effective coordination with MoGEI, state education authorities, UN agencies, NGOs, donors and other relevant stakeholders.
- Strengthening linkages between national and Sub-National Education Cluster coordination mechanisms.
- Promote meaningful participation of national NGOs, local organizations, women-led organizations, youth-led organizations and organizations of persons with disabilities.
- Support collective advocacy on critical education needs, response gaps, access constraints and funding priorities.

3.2 National and Sub-National Coordination

The incumbent will strengthen coordination between national and field-level Education Cluster structures by:

- Providing technical guidance, mentoring and coaching to state/Sub-National Education Cluster coordinators.
- Supporting consistent application of Education Cluster coordination tools, standards and procedures.
- Maintaining regular communication with Sub-National coordination structures.
- Undertaking field missions to priority states and locations as required.
- Supporting state-level coordinators to identify needs, response gaps and operational challenges.
- Strengthening two-way information flow between national and Sub-National coordination structures.
- Supporting coordination between state Education Cluster structures, government education authorities and humanitarian partners.
- Identifying capacity gaps among Sub-National coordination teams and facilitating appropriate support.

3.3 Humanitarian Needs Analysis, Planning and Response Monitoring

The position will support evidence-based humanitarian education planning by:

- Contributing to humanitarian needs assessments, including ISNA, MSNA, rapid assessments and other relevant assessment processes.
- Supporting analysis of education needs and vulnerabilities across states and affected population groups.
- Contributing to HNRP development, prioritization and periodic review.
- Supporting identification of geographic, population and thematic response gaps.
- Monitoring progress against Education Cluster strategic priorities and response targets.
- Supporting use of 5Ws and other agreed response monitoring mechanisms.
- Promoting evidence-based prioritization of humanitarian education interventions.
- Supporting preparedness and contingency planning for conflict, displacement, flooding and other shocks.
- Ensuring emerging education needs and risks are brought to the attention of relevant coordination and decision-making structures.

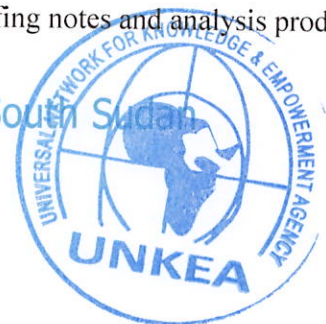


3.4 Information Management and Reporting

In collaboration with the Education Cluster Information Management function, the Co-Coordinator will:

- Support collection, analysis and dissemination of Education Cluster information.
- Promote timely and quality reporting by partners.
- Contribute to Education Cluster situation reports, humanitarian updates, briefing notes and analysis products.

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- Support integration of education data into inter-sectoral humanitarian analysis.
- Promote appropriate disaggregation of data by sex, age, disability and other relevant characteristics.
- Support analysis of education needs among displaced populations, returnees, refugees, host communities and other affected groups.
- Ensure education response gaps and trends are clearly communicated to partners and humanitarian leadership.
- Contribute to evidence-based advocacy and resource mobilization.

3.5 Protection, Safeguarding and Safe Learning Environments

The incumbent will ensure that protection considerations are systematically integrated into Education Cluster coordination.

Responsibilities include:

- Promote safe, inclusive and protective learning environments.
- Support integration of child protection and protection mainstreaming into education response planning.
- Strengthen collaboration with the Protection Cluster, Child Protection Sub-Cluster, GBV actors and other relevant coordination mechanisms.
- Support collective analysis of risks affecting children's access to education.
- Promote prevention and response to attacks on education and other education-related protection concerns.
- Promote safeguarding and PSEA standards among Education Cluster partners.
- Support functional referral pathways for children requiring specialized protection services.
- Advocate for education responses that address barriers faced by girls, children with disabilities, displaced children, adolescents and other vulnerable learners.
- Promote conflict-sensitive and Do No Harm approaches.
- Support integration of the Child Protection Minimum Standards in Humanitarian Action into education programming and coordination where appropriate.

3.6 Capacity Development and Technical Support

The position will strengthen the capacity of Education Cluster partners by:

- Identifying coordination and technical capacity-building needs.
- Organizing and facilitating EiE training, workshops, learning sessions and Communities of Practice.
- Supporting partner understanding of humanitarian coordination standards and principles.
- Promoting capacity strengthening on:
 - Education in Emergencies;
 - Mainstream Protection
 - Child protection;
 - Safeguarding and PSEA;
 - Accountability to Affected Populations;
 - Age, Gender and Diversity;
 - Gender-responsive programming;
 - Disability inclusion;
 - Localization;
 - Conflict sensitivity; and
 - Humanitarian assessment and response monitoring.
- Promoting peer learning and sharing good practices among national and international partners.
- Supporting state-level coordination teams to access relevant technical resources and learning opportunities.



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3.7 Inter-Cluster Coordination

The National Education Cluster Co-Coordinator will:

- Represent the Education Cluster in relevant inter-cluster coordination forums, as delegated.
- Ensure education priorities are reflected in inter-sectoral humanitarian analysis and planning.
- Strengthen collaboration with Protection, WASH, Health, Nutrition, Food Security and Livelihoods, Shelter/NFI and other relevant clusters/sectors.
- Promote joint analysis and integrated responses to cross-sectoral needs affecting children.
- Advocate for education considerations to be reflected in humanitarian prioritization and resource allocation.
- Ensuring education-related protection concerns are appropriately raised within humanitarian coordination structures.

3.8 Government and Stakeholder Engagement

The incumbent will:

- Maintain constructive coordination with MoGEI and relevant state-level education authorities.
- Support complementarity between humanitarian education responses and government education priorities.
- Facilitate regular information exchange between government authorities and humanitarian education partners.
- Support joint advocacy on barriers to education access, safety and continuity.
- Promote government engagement in preparedness, contingency planning and emergency response.
- Support strengthening national and Sub-National education coordination mechanisms.

3.9 Localization and Partnership

The position will support the implementation of localization commitments by:

- Promoting meaningful participation of national and local organizations in Education Cluster decision-making.
- Supporting national and local actors to contribute to assessments, response planning, monitoring and advocacy.
- Promoting equitable partnerships between international and national organizations.
- Supporting capacity strengthening of national and local Education Cluster partners.
- Promoting participation of women-led, youth-led, community-based organizations and organizations of persons with disabilities.
- Identifying and addressing barriers affecting meaningful participation of local actors in humanitarian coordination.

4. EXPECTED RESULTS / KEY OUTPUTS

The incumbent is expected to contribute to the achievement of the following results:

1. Effective Education Cluster coordination is maintained at national and Sub-National levels.
2. Education, humanitarian needs and response gaps are regularly identified, analyzed and communicated.
3. Education priorities are reflected in humanitarian planning, advocacy and resource mobilization.
4. National and Sub-National coordination mechanisms are strengthened through mentoring and technical support.
5. Education Cluster partners have improved coordination and EiE capacity.
6. Protection, safeguarding, gender and disability inclusion are integrated into education response.
7. National and local organizations participate meaningfully in Education Cluster coordination.
8. Education response monitoring and information management provide reliable evidence for decision-making.
9. Education priorities are effectively represented within inter-cluster and broader humanitarian coordination mechanisms.

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10. Preparedness and contingency planning are strengthened for emerging and predictable shocks affecting education.

5. Required Qualifications and Experience

The candidate should have a bachelor's degree in education, Social Sciences, Development Studies, Humanitarian Studies, Protection or a related field; a Master's degree and additional training in Education in Emergencies, humanitarian coordination or protection are an advantage.

The successful candidate should have demonstrated experience in humanitarian coordination and Education in Emergencies, preferably including national or Sub-National Education Cluster coordination. Strong knowledge of humanitarian principles, Cluster coordination, partner capacity strengthening, protection mainstreaming, child protection, safeguarding, PSEA, gender equality, disability inclusion, AAP, humanitarian assessments, information management and reporting is required. Excellent communication, facilitation, negotiation, advocacy and stakeholder engagement skills, including experience working with government, UN agencies, NGOs and humanitarian partners, are essential. The ability to travel to field locations and excellent written and spoken English are required; knowledge of South Sudanese local languages is an advantage.

Safeguarding and Equal Opportunity

UNKEA is committed to safeguarding the rights and dignity of children and vulnerable adults and maintaining a workplace free from abuse, exploitation, harassment and discrimination. All successful candidates must comply with UNKEA's Safeguarding, Child Protection, PSEA, Code of Conduct and Accountability standards.

Female candidates and Persons with Disabilities are strongly encouraged to apply.

Application Information

Applicants should submit an updated CV and cover ' Subject: Application for National Education Cluster Co-Coordinator (Education & Protection Mainstreaming) ' via Email: jobs@unkea.org or drop hard copy application to **UNKEA Office in Juba, Tombura Road - 17th Avenue, Kator**

Deadline: **2nd September 2026 before C.O.B**

UNKEA is an Equal Opportunity Employer. This position is open to South Sudanese nationals only. **Female** candidates are strongly encouraged to apply.



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