



Windle Trust
International

Education transforms society

50-H-3
Approved by
Inspector
MINISTRY OF LABOUR
12/20
02 DEC 2020
REPUBLIC OF SOUTH SUDAN, JUBA

VACANCY NOTICE

JOB TITLE	Project Officer Re-advertisement
LOCATION	Aweil Centre, Northern Bahr El-Ghazal State
REPORTING TO	Project Coordinator
OVERALL PURPOSE	Windle Trust International is seeking a qualified, visionary, vibrant, growth-oriented and committed individual to join the Adolescent Girls' Education in Crisis Initiative (AGENCI) Northern Bahr El Ghazal State as the Project Officer (PO). The PO will have the overall responsibility of supporting the effective day to day management of the AGENCI project which includes representation, budgetary control, logistics, human resources and project monitoring. The PO will work with Community Outreach Trainers and School Mothers to ensure smooth running of AGENCI activities in the field.
ORGANIZATION OVERVIEW	Windle Trust International (WTI) registered as a charity in 2002 and is a company limited by guarantee in the UK. WTI formerly operated as HPCT and was formed to manage the operations of the Trust. Windle Trust International (WTI) has been working since 2005 with field presence in almost all the States in South Sudan with its head office in Juba.

Role and responsibilities

- Ensure close working relation with State Ministry of Education and County Education Directors.
- Oversee the management of all staff directly responsible for implementation of the AGENCI project.
- Inspire the commitment of team members to meet the project goals and objectives.
- Implement the AGENCI project outputs in a timely manner
- Ensure that the Project Coordinator is kept fully informed on the condition of the project and all important factors influencing it by preparing and submitting reports as required.
- Ensure attendance at meetings that will foster good relationship with all education partners.
- Promote and protect the name, logo and positive image of Windle Trust International
- Maintain official records and documents, and ensure compliance with State Government regulations.

MINIMUM QUALIFICATIONS/ EXPERIENCE

- University degree or postgraduate qualification in Education and Development
- A minimum of 2 years' experience in a similar position preferably with and INGO
- Experience in working on gender related project
- He/she should have experience in working with State Ministry of Education & County Education Director.
- He/she should have excellent both verbal and written communication & negotiation skills.
- He/she should possess exceptional organizational skills that help him/her plan objectives and strategies which allow team members to perform optimally.