

Job Advert

SD-14-3
Approved by *Secretary/Inspector*
MOL/RS/07
Chel
26/09/2025



Position Title: Project Officers
Department: Program
Location: Awerial, and Rumbek North Counties
Number of posts: Two (02)
Contract Types: 12 Months with possibility of Extension depending on funding availability
Report: Project Manager
Application Start: 26th/09 2025
Application End: 15th /10/ 2025

Organization Background

Help Education South Sudan (HESS) is a nonprofit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (**Reg. #696**) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Awerial, Yirol East, Rumbek, Gogrial West, Cueibet, Wau) Greater Equatoria (Juba, Terekeka, Mundri) and Greater Upper Nile (Bor).

Role & Responsibilities/Job Description

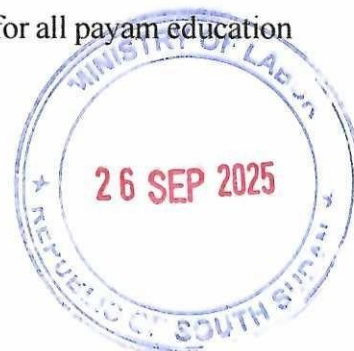
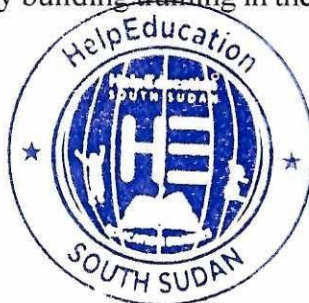
Main Purpose of Job

The project officer's major role is to support the planning, coordination, and implementation of projects by managing daily operations, tracking progress, maintain documentation, and ensuring effective communication among stakeholders to achieve project goals on time and within the budget.



KEY TASKS:

- Oversee all project activities and be the main contact for the field staff.
- Ensure project activities comply with the policies and regulations of the donor and the organization.
- Responsible for overseeing the planning, development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
- Responsible for submitting activity reports on regular basis.
- Oversee the preparation and submission of annual activity-based project budgets as well as monthly and quarterly financial reports and sending of new funding requests.
- Lead and motivate the project team and monitor project activities and project expenditure and coordinate work with consultants and volunteers in the project.
- Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
- Employs resourcefulness in project design, implementation and monitoring. Trouble shoots project problems. Identifies and implements creative solutions.
- Receive field reports, review and submit it to the Program Manager
- Attend Clusters and Sub-Cluster Working Group on behave of HESS.
- Support in writing project proposals and liaises with partners.
- Take other responsibilities assign to him/her by the Program Manager.
- Monitoring progress and providing troubleshooting support to schools during the school development process.
- Assessment of School Infrastructures before the start of the work plan commence e.g. latrines, school buildings for renovation, construction.
- Support community outreach programs.
- Develop and implement capacity building training in the school for all payam education supervises.



- Supporting all schools in providing school governing bodies with verbal and written feedback on the quality of their School Development Plans.
- The Project Officer will **oversee and quality-assure** all School Development Plans and within the area of responsibility, **supporting schools in developing robust systems** for monitoring and improving student attendance.
- Mainstreaming gender sensitive approaches in all undertaken programs.

MINIMUM QUALIFICATION/EXPERIENCE.

- A University degree/or diploma in one or more of the following disciplines: education, international affairs, business administration, social sciences, development studies or any related field.
- At least two years of progressively responsible professional experience in development projects and emergency assistance, educational administration.
- Proven experience in **budgetary oversight**, as well as **monitoring and evaluation (M&E)** of the project activities.
- Demonstrable experience **supporting or training** school staff, community leaders, or local government officials.
- Computer literacy, especially in MS Word and Excel;
- Demonstrate ability to compile high quality written reports;
- Demonstrate ability to work or function in a multi-sector team and collaborate for improved programming (*e.g.* education team)
- Demonstrate ability to collaborate across organizations and build relationships with external stakeholders
- Able to represent HESS to government officials, and other stakeholders in a professional manner
- Excellent community relations skills; and,
- Excellent spoken and written local Language and English language skills. Knowledge of Arabic will be an added advantage.

SKILLS AND ATTRIBUTES.

Excellent analytical and logic skills.

Self-starter and independent thinker and willing to follow instructions.



Team player with friendly personality; able to build strong interpersonal relationship with the local communities.

SPECIAL CONDITIONS

HESS commitment to Safeguarding

HESS is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. HESS also participates in the Inert-Agency Misconduct Disclosure Scheme; we will request information from job applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.

Accountability within HESS.

Alongside our safeguarding policy HESS is an equal opportunity employer and has set of integrity policies. Any candidate offered a job with in HESS will be expected to adhere to the following keys areas of accountability.

Comply with HESS policies and procedures with respect to safeguarding, code of conduct, Health and safety, confidentiality, do no harm principle and unacceptable behavior protocols. Report any Concerns about inappropriate behavior of HESS staff or partner.

Deadline for submission of applications is 15th October, 2025 at 3:30 p.m. Interested Applicants should send hard copies of their CVs academic documents and Cover letters to HESS Office in Juba at Yaro Plaza, 3rd Floor, Hai Cinema or Mingkaman field office, while the soft copies to be sent to hr@helpeducationssd.org

Only shortlisted candidates will be contacted via e-mail or phone.

The position is open for South Sudanese Nationals only; Female candidates or people with disabilities are strongly encouraged to apply.

