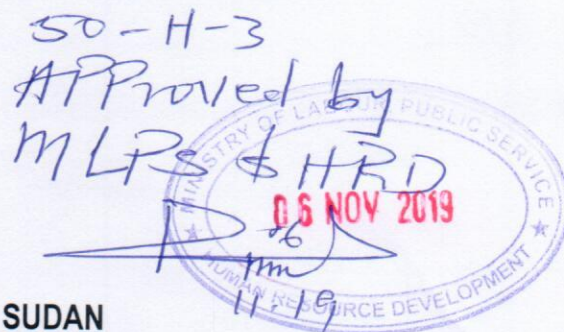




Plan International
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PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT

Plan is an International Child Centered Community Development organisation – without religious, political or governmental affiliation – that works with children and their communities in 50 of the world's poorest countries to make lasting improvements in their lives. Plan's work worldwide benefits around six million children in Africa, Asia and Latin America. Program implementation takes place in 50 Country Offices and 4 Regional Offices, working with more than 90,000 mostly rural communities.

Plan International South Sudan supports development interventions in the domains of education, livelihood, building relations, child protection, governance and social protection.

As an International child-centered community development organization, committed to the wellbeing of children and to supporting the Convention of the Rights of the Child, it does not tolerate child abuse. The institution therefore expects that all its employees and others who work with it have children's best interests at the heart. Plan International is committed to protecting children from all forms of abuse and violation of their rights.

Plan International South Sudan is seeking to recruit dynamic, suitably qualified and experienced South Sudanese for the following vacant position:

POSITION 1; No. of Vacancies One (2)

Job Title	:	Assistant Education Project Officer
Reports to	:	Education Project Officer
Location	:	Yei

Job Summary

Financial measures or statistics relevant to post such as budget; list of direct and indirect reports

- Financial decisions– N/A
- Reports – Yes
- Responsibility – Yes



National Organisations: Australia Belgium Canada Colombia Denmark Finland France Germany Hong Kong India Ireland Japan Korea Netherlands Norway Spain Sweden Switzerland United Kingdom United States Programme Countries: Bangladesh Benin Bolivia Brazil Burkina Faso Cambodia Cameroon China Colombia Dominican Republic Ecuador Egypt El Salvador Ethiopia Ghana Guatemala Guinea Guinea-Bissau Haiti Honduras India Indonesia Kenya Laos Liberia Malawi Mali Mozambique Myanmar Nepal Nicaragua Niger Nigeria Pakistan Paraguay Peru Philippines Rwanda Senegal Sierra Leone Sri Lanka South Sudan Sudan Tanzania Thailand Timor-Leste Togo Uganda Vietnam Zambia Zimbabwe
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Typical Responsibilities - Key End Results of Position:

"What" is done and "why", but not "how"; include indicators for success

- Monitor the implementation of project activities in the centers, schools and ensure the communities are mobilize to support the implementation
- Work with the county authorities and the local community leaders to ensure recruitment of ECD teachers or caregivers, including primary teachers where necessary.
- Lead the process of updating the 5ws monthly and quarterly by collecting data and compiling the information
- Lead the process of establishing PTA and SMC in the centers, schools and support the project officer in the organization of training.
- Prepare reports on field activities and forward to immediate supervisor or project officer
- Mobilize communities for meetings, workshops and trainings
- Monitor and follow up the projects activities in the field
- Guide and support PTAs in informing, mobilizing and organizing targeted communities centers and education related meetings and trainings.
- Ensure the distribution of learning and teaching materials to the centers and provide adequate report on the progress
- Draft field visit and progress reports

Key Functions

1st component of the project: Establishment of semi-permanent learning spaces

- Monitor the implementation of project activities in the centers and ensure the communities are mobilize to support the implementation
- Work with the county authorities and the local community leaders to ensure recruitment of animators and ECD teachers
- Set the construction committees and ensure they work closely in the construction of learning spaces and latrines
- Provide update to the office on the progress made weekly, and endeavor to develop and share success stories
- Lead the distribution of teaching and learning materials in the centers



2nd component of the project: PTA, teacher and clubs training

- Lead the process of establishing PTA and SMC in the centers and support the project officer in the organization of training.
- Work with education authorities in monitoring PTA activities and implementation of the skills learn from the trainings
- Develop training reports and success stories
- Organize review meetings with PTA members and make follow up on the areas that requires support

3rd component: Community mobilization and advocacy

- Prepare reports on field activities and forward to immediate supervisor or project officer
- Mobilize communities for meetings, workshops and trainings
- Guide and support PTAs in informing, mobilizing and organizing targeted communities centers and education related meetings and trainings.
- Organize campaigns and awareness sessions in the centers
- Prepare and share minutes of every meeting conducted in the center

Dealing with Problems:

Complexity of problems handled & the degree of investigation, analysis, & creative thinking required solving them

- Report on program related problems within the community including suggestions for their solutions.

Communications and Working Relationships:

Working contacts inside and outside the organization; include the purpose and level (high, medium, low) of the contact

- Education project officer – Supervision
- Education project coordinator on report and communication
- Education Manager
- HR – Personnel issues
- Government Official/ Local Authorities
- Other NGOs staff for coordination of services (delivering same message) and avoid duplication.



Knowledge, Skills, Behaviours, and Experience Required to Achieve Role's Objectives:

Gained through education, training, & experience

Technical and Managerial skills

- Flexibility and ability in the local languages
- Ability in supporting and supervising teachers
- Communications skills
- Interpersonal skills
- Devotion, transparency and loyalty to community and Plan.

Qualifications and Experience

- Diploma in education, social science, community development with some courses related to Community engagement or work.
- One to two years working experience in the same field

All applications marked on the right hand corner of the envelope "Application for the Position of "Assistant Education Project Officer" should be addressed to:

The HR &OD Business Partner

Plan International South Sudan C/o Yei Field Office

The closing date for receipt of applications is before close of business on November 25th, 2019.

*Interested persons can collect the **Plan Application Form** from the field office at the above address.*

Plan is an equal opportunity employer within the meaning of the relevant UN convention. Women are encouraged to apply.

Note: Only short listed applicants will be contacted and applications once submitted is not returnable.

