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Approved
29/08/2022



FOOD FOR THE HUNGRY

Job Title : School Officer
Location : Pigi/Canal
Reports to : Team Leader
Project : Girls Education South Sudan (GESS)
Start date : As soon as possible
Application deadline: September 15, 2022

VALUES, VISION AND PURPOSE

In 2001, Food for Hungry began working in South Sudan. At Food for the Hungry, we operate under a set of guiding principles we call "The Heartbeat." This includes our Values, Vision, and Purpose, which serve as the explanation of who we are and how we work as an organization. Together we follow God's call responding to human suffering and graduating communities from extreme poverty.

BACKGROUND

Under the supervision of the **Team Leader** and in collaboration with Deputy Team Leader and project staff, the **School Officer** will be responsible for rolling out training to County Education staff, Payam Education supervisors, School governing Bodies and head Teachers in 10 schools in Pigi/canal county. He/she will monitor and improve the attendance of learners in the school and ensure the quality school development plans for the all the schools under your responsibilities.

KEY RESPONSIBILITIES:

- To roll out training to the County Education Staff (CED), Payam Education Supervisors (PES) school governing bodies (SMC/BoG) and head teachers and teachers (School-based TPD) in up to 14 schools per month and per year;
- Piloting remedial BRIDGE Programme for P3 graduates;
- Providing support to schools to effectively monitor and improve attendance of learners in schools;
- Assuring the quality of School Development Plans and School Budgets of all schools in the area of responsibility;
- Supporting all schools in the county to qualify for Capitation Grants and account for them;
- Providing school governing bodies with verbal and written feedback on the quality of their School Development Plans and School Budgets and accountability documents;
- Preparing Payam Education Supervisors to take an active role in assuring quality of the School Development Plans and School Budgets and accountability documents;
- Providing Payam Education Supervisors with verbal and written feedback on the quality of preparation for lesson observation, lesson observation skills and lesson observation reports;
- Monitoring progress and providing troubleshooting support to schools during the school development process;
- Mainstreaming gender sensitive approaches in all undertaken work;



FOOD FOR THE HUNGRY

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**Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

KEY QUALIFICATIONS, EXPERIENCE AND PERSONAL COMPETENCIES

- Must have Bachelor degree or Diploma in education
- Minimum of 3 years work experience working in the field of education. Proven experience of working as a teacher or trainer
- Registered by the Ministry of education
- Previous experience in similar role
- Must possess the quality of being trainable
- Good verbal communication skills and analytical skill
- Excellent training skills;
- Strong writing and reporting skills;
- Creativity, interest in craft, and ability to develop teaching and learning materials from locally available materials;
- Excellent planning skills and ability to set priorities;
- Ability to work effectively in a team and contribute positively to the development of that team.
- Fluency in English and simple Arabic/or a local language of the locality;
- Vibrant personal relationship with Jesus Christ, a Christian commitment to serving the poor and in full agreement with FH's Christian beliefs expressed in The Heartbeat.

Safeguarding Policy. FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented and it holds a zero-tolerance policy against sexual exploitation and abuse and harassment. Food for the Hungry expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that Food for the Hungry work is carried out in honest and fair methods, in alignment with the Food for the Hungry Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

HOW TO APPLY

Interested and qualified applicants are invited to submit their applications, CV and copy of National ID card to fhss_recruitment@fh.org or hard copy delivery at Food for the Hungry South Sudan Office in Juba located at Kololo CIC Africa Insurance Building, during working hours or Food for the Hungry Malakal field Office and Pigi County Education office to the attention of County Education Director not later than September 15, 2022. Application should be address the attention of Human Resources & Administration Manager

Mention the position and location you are applying for on your envelope. e.g . (School Officer-Pigi/Canal

Food for the Hungry South Sudan is an Equal Opportunity Employer. Female Candidates are strongly encouraged to apply. Only short listed candidates will be notified

