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Approved
MOL
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MINISTRY OF LABOUR
REPUBLIC OF SOUTH SUDAN

POSITION	Education Manager (1 position)
DEPARTMENT	Education
LOCATION	Juba with frequent visits to the field.
REPORTS TO	Programs coordinator
DURATION	One year with possibility of extension based on funding availability.
STARTING DATE	July 1st, 2022.
ELIGIBILITY	South Sudanese Nationals only

ORGANISATION BACKGROUND.

Rise Africa Organization (RAO) is a non-governmental and non-profit Women-Youth led National Non-governmental organization established by South Sudanese like-minded humanitarian activists. RAO was first registered in South Sudan in October 2018 with the Relief and Rehabilitation commission (RRC) No 1853. The organization focus on empowering communities to be healthy, self-reliant and self-sufficient. RAO builds capacities and offers lifesaving intervention to the most vulnerable and low income communities to improve their resiliency, reduce poverty and enhance economic growth, improve Health, Education, Food security and livelihood, Microfinance (entrepreneurship) support & promote access to social justice, fight Gender Base Violence (GBV), Women Empowerment and provide the necessary support to the survivors and enhance and promote human rights and general protection, engage in conflict prevention and peace building and to intervene in humanitarian emergency response for life-saving assistance and WASH activities.

Major Duties and Responsibilities.

The Duties and responsibilities of Education Manager will include but not limited to the following:

- Oversee the implementation of Education program projects and ensure that program goals, objectives, activities and targets are met as stated in the donor agreed project work plan and log frame.
- Ensure the Education program comply with international education acceptable practices, using standardized protocols and guidelines and in line with the policies and procedures of Ministry of education, UNICEF and other education partners.
- Prepare program work plans jointly with project teams with help of the leadership of Programs Coordinator (PC)
- Ensure that the projects are properly monitored and evaluated. Conduct regular monitoring visits to the project sites and locations.
- Fundraising through proposal writing for RAO's education program from different donors.
- Budgeting with the help of the finance department.
- Monitoring and evaluation with the help of the Monitoring and evaluation manager.

Grant Management and Reporting within education department.



- a) Manage and oversee Education Grants, develop and implement projects based on the project documents including work plans, spending plans and procurement plans for all projects.
- b) Meaningfully participate in projects cycle management meetings including projects opening meetings, implementations and close out meetings.
- c) Prepare projects and donor reports within agreed deadlines in the appropriate format after substantial performance reviews based on relevant project documents and agreed work plans.
- d) Providing overall Education program supportive supervision of projects being implemented by RAO.
- e) Supervise and train project officers in high impact areas on matters of Education implementation.

Desired Skills:

- a) Proactive and anticipative working style; effective working with people from different backgrounds.
- b) Highly developed interpersonal and communication skills including diplomacy, negotiations and ability to work with staff from diverse background and cultures.
- c) Excellent planning, coordination and reporting writing skills.
- d) Excellent team player.
- e) Excellent in proposal development, writing fund raising.



Professionalism

- a) Good knowledge of institutional mandates of Child Protection, Protection of sexual exploitation (PSEA), GBV and gender mainstreaming.
- b) Good analytical and research skills, ability to evaluate and integrate information from variety of sources.
- c) Good knowledge and or experience in monitoring and evaluation.
- d) Maintain a positive image of RAO at all times and all circumstances.
- e) He/she ensures that implementation and monitoring complies and conforms with government security measures and protocols in place.
- f) Ensures that all incidences reported to RAO are handled with due regard to protection principles including confidentiality and respect for the victim survivors.
- g) Ability to work in remote areas with limited infrastructure and including limited transport options.

Communication and coordination

- a) Strong communication skills (spoken and written) including the ability to produce written reports in a clear and a concise style, to deliver training presentation to external audiences as well as internal capacity building.
- b) Collaborate with other humanitarian agencies and government stakeholders i.e. Government line ministries including RRC, NGOs and UN agencies to promote and enhance the good relationship and harmony.
- c) Ensure comprehensive and timely donor communication (e.g. reporting as well as meeting donor demands)



- d) When required, give representations at donors' events as well as preparation and supervision of project visits with donor representatives to field locations.
- h) Support RAO Head offices establishing strong relations with in-country institutional representatives of current and potential future donors.
- e) Strengthening relations with key donors to enhance the organization's funding capacity.



Education qualifications, skills and experience.

- a) At least **5 years** demonstrated experience in managing Education projects preferably working a complex humanitarian /emergency context.
- b) Bachelor degree in Education or any other related courses with demonstrated experience.
- c) Experience supervising multi-cultural team in a complex setting.
- d) Ability and flexibility to understand the cultural and political around the work environment.
- e) Knowledge of computer use including MS word, Excel, Power point, Spread sheets, Access etc.
- f) Able to work under difficult and stressful situation.
- g) Fluency in Arabic language is added as an advantage.
- h) Experience in Managing Education projects in emergence situations.
- i) Experience working with UN agencies, International non-governmental organisations, National Non-governmental organisations, civil society and community-based organisations, particularly in South Sudan.
- j) Experience solving complex issues through analysis, definition of a clear way forward.
- k) Strong analytical and organizational skills.
- l) Manage and lead the Education Program, including any emergency funding, working closely with program coordinator, strategic information manager and stake holders including the donor at field level, the respective state Ministry of education Authorities and the Community leader.
- m) Work closely with other RAO programs, ensuring opportunities for integrations are adapted to increase impact and sustainability in a cost-effective manner.
- n) Highly developed cultural awareness and ability to work well in an international environment with people from diverse backgrounds and cultures.
- o) Commitment to RAO values and willingness to abide by Child Safeguarding Policy and hold others accountable.
- p) Ability to work effectively in a complex, fast-paced environment
- q) Ability to develop strong professional relationships and collaborations across functions, projects, and teams
- r) Fluent in English and high level of English writing skills.

This position is open to South Sudanese Nationals only and all applicants should be in possession of Nationality IDs/Jinsia or their travelling Passports.





How to apply.

Suitable and Qualified candidates should Submit their Application letters, Detailed CVs indicating their daytime phone number, 3 professional referees with their phone numbers and their email addresses, cover letter explaining among other things why you think you are the best candidate for this position. In the email subject, please indicate the position you are applying for as indicated above. Email your application to recruitment.rao22@gmail.com not later than **Friday 3rd, June, 2022 at 12 noon. Late applications will not be considered. Eligible female candidates are highly encouraged to apply.**

Hard copies can also be dropped at our main Juba office, located at (CRADA compound, near Faith Nursery and primary school) Hai Juba Nabar, off American Embassy, Catholic University road. Behind the office of the vice president.

NOTE: Do not enclose the original copies please. Send photocopies only. We shall not be held responsible for loss of any document. Originals will be asked only during interview date. Also indicate behind the envelope the position you are applying for. Only shortlisted candidates will be contacted for subsequent interviews. Applications once submitted are not returnable.

