



Plan International
South Sudan
Hai Cinema
P.O. Box 182
Juba

Tel: +211 956 201 958
www.plan-international.org

PLAN INTERNATIONAL SOUTH SUDAN JOB ADVERT



Plan is an International Child Centered Community Development organization – 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 (1)

Job Title	:	Education Project Coordinator
Grade	:	D 1
Tenure	:	6months
Department	:	Programme – Education Sector
Reports to	:	Project Manager
Location	:	PIBOR.

Job Summary

The Education Project Coordinator will be responsible for carrying out activities at field sites and translating Plan International education strategic objective into action. These activities include facilitating training workshops, reviewing education activities in light of the IPTT versus BVA monthly, lead the TPD activities and Parent Teacher Associations capacity strengthening in schools, submitting reports, and formulating training materials for community meetings and workshops. In addition, the Project Coordinator will be responsible for ensuring a quality-driven, flexible, and expedited work flow in all aspects of the project. In collaboration with the Project Manager, and as the field representative, the Education Project Coordinator will need to ensure timely reporting and that implementation objectives are met.

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
Plan Limited, registered in England no 3001663. Registered address as above.



Key accountabilities and Ends Results.

- Provide education technical support to staff, developing themes in specific areas of need. Primary focal areas will start with PTA and community development with grants and will then branch into further areas of project outreach.
- Arrange field operations and plan trips.
- Visit Project sites regularly to monitor and supervise Project activities
- Supervise the assessment of selected PTAs to verify the existence, skills and membership of Parent Teacher Associations in participating schools.
- Lead the identification and development of training sessions to ensure that they are well-prepared and have adequate resources to complete Project objectives.
- Design and lead community meetings and training workshops for Parent Teacher Associations in self-analysis of the committee's institutional capacities, the committee's ability to identify problems and articulate concrete solutions, the importance of soliciting input from stakeholders, community resource mobilization, project development, project implementation and project reporting.
- Establish a system to monitor and evaluate project activities and impact on an ongoing basis. Synthesize performance indicators into a useful format to track progress.
- Prepare donor reports, Ministry of Education monthly reports, and beneficiary/project profiles. In addition, submit lessons learned reports on training activities at the end of each session.
- Conduct himself/herself both professionally and personally in such a manner as to bring credit to Plan International and not jeopardize its humanitarian mission.
- Any other duties as assigned.

Capacity Building

- Monitor and mentor staff in their ongoing field-based PTA capacity building efforts and encourage the team to search for new ways of strengthening the Project.
- Support and participate in Plan International's strategic planning process and provide insight on historical and current events that could impact education programming.
- Coach staff members in the proper use of training guides, manuals, supplies, techniques, and interactive activities, with ways of banding ideas together in a useful form.

Coordination

- Regularly meet with the Project Manager to discuss project activities, as well as with other senior management to discuss scheduling and other practical requirements.
- Collaborate with the Project Manager to monitor progress and to ensure that tasks are carried out according to the plan and timeline identified in the proposal and the implementation timeline. Adjust the timeline, as needed.
- Collaborate with other sectors within Plan International on cross-cutting issues, challenges, and methodologies.

"Plan International strives for a just world that advances children's rights and equality for girls in line with Plan's Safeguarding Children and Young People Policy commitments"



- Work with Ministry of Education official to inform communities and PTAs about the project and to solicit their applications to participate in it.
- Facilitate and coordinate linkages with and other Projects in the area of operation.

Programme Development

- Support Plan International South Sudan Country Strategy Development - specifically on Education in emergencies
- Periodic review of Education Programme and project interventions and achievements in South Sudan and adjusting implementation plans accordingly with coordination with Project Managers and MEAL specialist.
- Ensure high quality Education program delivery by Education Country teams that have direct positive impact on children and their families
- Ensure quality Education programme proposal development that will attract funding by donors and National Offices.
- Ensure integration of education in emergencies within other sectors or portfolios such as GBV, Youth empowerment, Nutrition and Food Security and Livelihoods in order to maintain the profile of the organization as a strong Education actor.

Monitoring and evaluation

- Updating current education needs assessment and/or leading learning outcomes assessment as appropriate.
- Knowledge management and documentation of lessons learned related to Education programming.

Representation

- Close collaboration with, representation and support to South Sudan National Education Sub-Cluster, Local education group, Education alliances and other relevant coordination groups.
- Ensure Plan International South Sudan visibility at the field level through the Education Coordinators and PIAMs
- Ensure monthly reporting to the Education Sub-Cluster

Finance and budget management

- Monitor budget and ensure adequate burn rate for Education projects as per the quarterly budget plans in close coordination with the Project Managers
- Ensure timely review of the BVA on a monthly basis and feedback to the finance team

Reporting

- Ensure timely and quality preparation or review of all education donor and National Offices narrative reports in close collaboration with the Project Managers and Business Development Department

Safeguarding Commitments:

- Commit and contribute to an environment where children and adult program participants feel respected, supported, safe and protected;
- Never act or behave in a manner that results in violence including SHEA against a child, young person or adult or places them at risk of such violence;
- Be aware of and adhere to the provisions of the Safeguarding Policy, PSHEA Policy and COC of Plan International;

"Plan International strives for a just world that advances children's rights and equality for girls in line with Plan's Safeguarding Children and Young People Policy commitments"



- Report and respond to safeguarding and SHEA concerns and breaches in line with the applicable procedures of Plan International;
- Maintain confidentiality of safeguarding and PSHEA concerns reported;
- Never participate in or support child marriages.

Dealing with Problems/Risks

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

- Facilitating cordial relationships with and among various stakeholders from a variety of backgrounds.
- Handling conflicting priorities and ad-hoc requests from various stakeholders in the best interest of the organization.
- Given the wide scope of responsibility and limited resources, it is essential that the post holder is able to effectively manage a variety of tasks and clearly identify priorities.
- Creativity in developing strong partnerships and in making use of internal and external resources.

Communications and Working Relationships:

Internal

- Plan International inter-departmental and project teams and country office thematic managers.
- Plan International Monitoring, Evaluation and Research team.
- Plan International South Sudan and teams in field locations such as sub-office, and others as necessary.

External

- State, County and local government units, as relevant, pertaining to project implementation.
- Donor representatives.
- Cluster coordinators for relevant sectors, as necessary.
- UN agencies and NGO operating in the project implementation areas.

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

- Bachelor's degree or equivalent in Education, Development Studies, social science or any other related field.
- At least 5 years of professional experience in development programming training and capacity building skills.
- Proven experience working on education projects.
- Demonstrated ability to design, plan and mainstream gender in development projects.
- Proven ability of mentoring, coaching and training on gender related topics.
- Excellent communication (verbal and written) and interpersonal skills.
- Excellent report writing skills.
- Proven ability to undertake research in a relevant subject.
- Knowledge of child protection, gender transformation and Do No Harm approaches, women and children's rights frameworks, and best practices.

"Plan International strives for a just world that advances children's rights and equality for girls in line with Plan's Safeguarding Children and Young People Policy commitments"



- Fluency in the English language (both oral and written) and simple Arabic will be an added asset.
- Competent user of MS Office packages, particularly Word, Excel and PowerPoint

Skills

- Representation and leadership skills.
- Excellent analytical, negotiation, conceptual and strategic thinking skills.
- Excellent writing skills and communication Skills.
- Good interpersonal skills

PLAN INTERNATIONAL'S VALUES IN PRACTICE

We are open and accountable

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people

We strive for lasting impact

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

We work well together

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

We are inclusive and empowering

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives

Physical Environment

- Standard office environment with some exposure to heat, cold, dirt, noise and rainy weather conditions; dim or crowded surroundings, especially when in the field
- The post holder will be required to travel to the field very frequent

"Plan International strives for a just world that advances children's rights and equality for girls in line with Plan's Safeguarding Children and Young People Policy commitments"



Level of Contact with Children

High Contact: Frequent direct interaction with children and their families.

Applications Submission Details.

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

The HR &OD Business Partner

Plan International South Sudan

HAI Jerusalem, Juba.

You can also send your application via email to hr.ss@plan-international.org

The closing date for receipt of applications is before close of business on **3rd August, 2021.**

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

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



"Plan International strives for a just world that advances children's rights and equality for girls in line with Plan's Safeguarding Children and Young People Policy commitments"