

17 February 2023

Approved by  
Njirhie  
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**Save the Children**

**Job Advertisement**

Save the Children is an international non-governmental organization that works for the future of children, their families, and communities to realize social equity and dignity and access their basic physical, emotional, and development needs.

SCI is seeking to recruit: -

**Job Title: Education Project Officer (1)**

**Location: Magwi**

**Reports to: Project Coordinator**

**Staff reporting to this post: None**

**Contract Period: 6 Months**

**ROLE PURPOSE:**

The education project officer will facilitate, coordinate and Supervise all aspects of SIDA Education project implementation in locations) at the county level: He/She will Supervise the distribution of administration, education, and school materials, support teachers' training programmes, follow up, monitor and evaluate project activities to suggest necessary remedies where possible. He/ she will be responsible for ensuring smooth project activity implementation in his/her area of Jurisdiction. He/shel be the the link between SCI and the government at county and Payam level

**KEY AREAS OF ACCOUNTABILITY:**

The Project Officer for Education will be expected to:

- Work closely with the project stakeholders such as Local Authorities, implementing partners, and County Education Department to ensure smooth implementation and successful delivery of all project deliverables in his /her area of jurisdiction.
- Compile and submit weekly, monthly, and quarterly work plans and reports to His/her Supervisor
- Conduct regular follow up of SIDA project activities at selected schools, identify teachers/PTAs training needs, plan, organize and report necessary trainings.
- Overseeing teacher training programmes and ensure follow up, monitoring and evaluation is done to support the teachers' development and learning.
- Closely work with in ensuring implementation and reviewing of standard quality benchmarks as well as completing and compiling and submitting IPTT to Field MEAL officer.



- Plan and organize joint school monitoring visits and facilitate feedback sessions and regular discussion forums with CED officials, Payam supervisors, School directors and other relevant stakeholders.
- Work with communities to promote and encourage the enrolment of girls and suggest strategies that will assist in planning, organizing and supporting gender inclusiveness in schools
- Coordinate, support and participate in SIDA project partners' activity implementation to ensure they are in conformity with both SCI and donor regulations and standards.
- Represent Save the Children in meetings. Workshops and activities. Particularly at county and Payam level. As such, he/she should be well informed on Save the Children policies, practices and approaches.
- Develop an effective and sustainable bridge between the local Education Authorities and Save the Children in in County and Payam level by demonstrating good communication. representation, and feedback,
- Establish good relations with che local civil administration and community leaders, particularly the chiefs, sub-chiefs, women's group, parents and children.
- Work closely with the entire education team and other thematic areas in implementing and developing all aspects of the education project with a focus on clarifying to the community the role and responsibilities of the LEAS. Community/PTAs and Save the Children.
- Ensure and facilitae timely requisition and delivery of schools materials supplies and ensure proper distribution plan and documentation is in place.
- Manage and account for cash/floats for activities such as PTA trainings and community mobilization worksthops, local education authorities' capacity building workshops and other components of training programmes.
- Lead workshops for teachers, communities, PTAs, children and others as designated activities related to che value of education and the links between child protection and education.
- Ensure that all SCI supported schools are visited on regular basis, data collected and documented, Develop a monthly individual activity plan and support other stakeholders in developing similar activity plans for effective implementation of SIDA project activities.
- Any other duties assigned by the line manager

## EXPERIENCE AND SKILLS

## QUALIFICATIONS

- Qualified graduate teacher

### Essential

- Experience in teaching – training and training of trainers
- Experience teaching at primary school level and school principals



- At least three years management experience, including staff management and budget management
- Excellent written and spoken in English
- Experience working through systems of community participation
- Strong presentation, advocacy and communication skills
- Adaptability and flexibility
- Ability and willingness to be mobile
- Computer skills – words and excel
- Commitment to the aims and principles of SC. In particular, a good understanding of the SC mandate and child focus and an ability to ensure this continues to underpin our support
- Awareness of using positive discipline; an officer should never shout at, humiliate or hit children

**Desirable**

- South Sudanese National
- Previous NGO experience, including an understanding of the neutral status of an international NGO
- Good understanding of community politics and traditional networks in Eastern Equatoria and ability to speak local languages in Kapoeta (Juba Arabic, Toposa and Didinga).
- Computer skills
- Data Management skills

**Female candidates are encouraged to apply**

**The Organisation**

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education, and child protection. We also campaign and advocate at the highest levels to realize the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

**Application Information:**

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at [SC Career Site Careers \(oraclecloud.com\)](https://oraclecloud.com)



We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

**In case you face any difficulty accessing the link, please come to the Save the Children International head office in Juba Hai Malakal or SCI Field Offices for HR support**

**Deadline** for submitting applications: **8<sup>th</sup> March 2023.**

**Cc:** [MoJobadvert@gmail.com](mailto:MoJobadvert@gmail.com) (National Ministry of labor email Address Juba)

