



INTERNAL AND EXTERNAL ADVERTISEMENT

Humanitarian and Development Consortium (HDC) is a South Sudanese National NGO established in 2008, legally registered by Relief and Rehabilitation Commission (RRC) under Reg. No. 137. HDC vision is to empower communities. HDC delivers high-quality programming targeting women, children, and other persons of concern affected by the crises and climate shocks across South Sudan. HDC is implementing a four years' strategic plan with five program pillars; i.e. *Protection, Gender & Inclusion; Peacebuilding and Justice; Food Security and livelihoods; Public & Reproductive Health and Education*. HDC has operational presence across four (4) states (Upper Nile, Jonglei, Central Equatoria, Lakes) and two (2) administrative areas (Greater Pibor & Ruweng) in South Sudan, working with a dedicated staff and volunteers.

HDC with funding from War Child Alliance (WCA) will implement Play Matters 3.0 program-Learning through Play to Improve Teaching, Learning, and Wellbeing in Humanitarian Settings in Renk County, Upper Nile State. This 12 months Initiative will equip teachers to integrate interactive, play-based approaches into the national curriculum, enhancing basic reading and classroom engagement, particularly in overcrowded settings. The project will deliver comprehensive psychosocial support to children affected by displacement, conflict, and regional instability. Teachers will be trained to use affordable, structured, playful tools that require minimal materials, ensuring continuity even in resource-limited environments. Ongoing professional development will focus on child-centered, playful pedagogy for educators and school leaders. Learning environments will be adapted to be safe and inclusive for girls, children with disabilities, and youth who have missed out on schooling. The initiative will also strengthen collaboration with parent-teacher associations (PTAs) and local school management committees.

Purpose

Education project Assistant will facilitate and supervise all aspects of PlayMatter 3.0 project implementation at Renk county Level. Teacher Training Sessions, Teachers Continuous Professional Development (TCPD), School administration and leadership training, Supportive Supervision Package to Schools, Community Engagement Activities, Teacher Motivation Mechanism Development and Support, Referral Pathway Co-development and Distribution, Provision and Support of Teaching and Learning Materials (TLMs) to Targeted Schools, He/she will monitor and evaluate activities to suggest improvements, he/she is the education link between HDC and stakeholders and partners in Renk. He will attend county coordination meetings, and submit project reports. *It is in this framework, that HDC is to recruit;*

JOB TITLE:	Education Assistant (1)	Duty station	Renk County
REPORTS TO:	Programme Manager		
CONTRACT PERIOD:	Ten (10) months	TYPE:	Full-time
OPENING DATE	9 th September, 2026		





HUMANITARIAN & DEVELOPMENT CONSORTIUM

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Humanitarian and Development Consortium

Hai Jebel Kujur, Juba, South Sudan

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www.hdcafrica.org

DEADLINE OF SUBMISSION:	29 th September, 2026
NATIONALITY	South Sudanese
STATUS	Non-Relocatable

Duties and Responsibilities

- Oversee training, coaching and on-going support of teachers and in order to improve learning through play approach in the classrooms.
- Work Closely with the project officer and Program Manager-Education in implementing all aspects of the PLayerMatters project activities.
- Compile and submit weekly, monthly and quarterly work plans and report to the program Manager-Education.
- Regularly follow up schools, teachers, administrators to identify training needs, implement and report.
- Closely work with the project officer, program Manager Education in reviewing the status of the standard bench marks.
- Work with the community structures to encourage PlayMatters approaches in the community and schools.
- Assist in planning, organizing and overseeing teacher-training programmes, Schools Governance structures and school managers training, ensure follow-up, monitoring and evaluation is done to support all the groups to be trained.
- Supervise to ensure timely and accurate delivery of material supplies to schools and ensure proper distribution plan and documentation is in place.
- Support the teacher motivation Mechanism in the supported schools
- Map schools, mobilize teachers, stakeholders, education managers
- Lead workshops for teachers, education managers, communities, PTAs, SMCs and other designated related on the value of education.
- Monitor the implementation of project activities in the centers, schools and ensure the communities are mobilized to support implementation.
- Carry out any other relevant task assigned by the line Manager/supervisor
- Support open project meetings with stakeholders at the county level
- Organize annual sub-national level review meetings with the schools, and stakeholders at the county level.
- Supervise teacher learning cycles/peer learning support at school level for the supported teachers.
- Organize community engagement activities with the community/Back to school campaigns.
- Support Teacher Motivation mechanism and support program for the supported schools.





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- Conduct accountability awareness raising & continuous orientations for staff and different user groups/Routine monitoring of project activities.

Required Qualifications

- ❖ Diploma or Bachelor's Degree in Education, social science, community development with some courses related to community engagement or work.
- ❖ Two to five years' experience implementing education related programming
- ❖ Self-awareness on safe guarding, and children's rights issues
- ❖ Competence in using Microsoft Office applications (Word, Excel, PowerPoint) and other computer skills, including internet and email.

Knowledge, skills, and Values Required to Achieve Role's Objectives:

- ❖ Good computer skills in programs including MS Word, Excel, PowerPoint, and Outlook
- ❖ Ability to work under pressure in challenging working and living conditions
- ❖ Strong verbal communications skills
- ❖ Excellent spoken and technical writing in English, including report writing
- ❖ Ability to work effectively with other people both as an individual and as team.
- ❖ Good administrative, Decision-making and leadership skills
- ❖ Knowledge of crosscutting issues on safeguarding gender and inclusion, environment and protection.
- ❖ Experience in Monitoring and Evaluation
- ❖ Knowledge in working with RDPs in South Sudan

Communications and Working Relationships:

Internal

- ❖ Interact and coordinate with HDC staff at the county level and directly report to the Education Project Manager.

External

- ❖ Education Partners at county and state level
- ❖ State and County government officials
- ❖ Stakeholders

INTERESTED AND QUALIFIED APPLICANTS:

Interested and qualified applicants can submit their application letters including a CV in English, copies of Nationality and academic qualification documents, The CV should contain phone and email contacts details of at least three professional references (At least one should be a direct supervisor) to submitted to **HDC Office in Renk County** or email: hdc.recruitment@hdcafrica.org **before 5:00 PM, 29th September, 2026**. On an envelope or subject line, indicate clearly the position you are applying for. Example: **Application for the position of Education Assistant**





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Note: *Only shortlisted candidates will be contacted and original documents will be required by the panel during the interview.*

Safeguarding & Gender Equality-HDC is committed to safeguarding and promoting involvement and participation of communities it serves. The Project Coordinator-Education must actively promote gender equity and inclusion, and uphold the highest standards of ethical and professional conduct in all activities.

NB: Humanitarian and Development Consortium (HDC) has zero tolerance for Sexual Exploitation and Abuse (PSEA) and adhere to safeguarding policy and code of conduct that is enshrined in the prevention of Sexual Exploitation and Abuse (PSEA) which is a mandatory to all the staff employed by HDC.

HDC is an equal opportunity employer and promote gender equality, inclusive, diversity and strongly encourage Female candidates to apply.

NB: Due to the urgent need to fill this position, HDC recruitment team will continually review the applications upon submission, conduct the interviews and possibly select the suitable candidate even before the deadline. If interested, kindly submit your application as soon as possible.

