

A JOB DESCRIPTION OF EDUCATION IN EMERGENCY PROJECT MANAGER-PIBOR

Position title	Education in Emergency Project Manager - Pibor
Internal Job Grade	C2
Contract type	
Annual Salary and Benefits	As per Oxfam in South Sudan Pay scale
Reporting to	Resilience Manager
Staff reporting to this post	Education Officer
Locations	Pibor
Annual Budget	
Project Duration	22 months
Area Results	<ul style="list-style-type: none"> • Project management and partner coordination • Reporting, compliance, quality assurance and documentation • Staff management • Representation and business development
CHILD SAFEGUARDING:	The post holder will have contact with children and/or young people <i>either</i> frequently (e.g. once a week or more) <i>or</i> intensively (e.g. four days in one month or more or overnight) because they are responsible for implementing the project

Context

Oxfam in South Sudan works to implement its vision where inequalities and social injustices are reduced, so that women, men, girls and boys exercise and fully enjoy their rights.

Job Purpose.

The Project Manager (PM) has management responsibility for the project including the coordination, quality assurance, donor compliance and timely completion of the project within budget and scope. The PM oversees all aspects of the project: Plans, sets deadlines, assigns responsibilities, monitors, and reports on project progress. The PM will work directly with education stakeholders, partners, contractors and staff to ensure deliverables fall within the applicable scope and budget and adhere to relevant standards. The PM will coordinate with other departments to ensure all aspects of the project are compatible and will participate in the recruitment of Oxfam's and partners' project staff.

Key Responsibilities.

Project implementation and management:

- Provide overall leadership and management of the Education in Emergencies project incl. managing the partnership with the local partner.
- Oversee timely implementation of the overall Education in Emergencies project, incl. developing work and process plans, managing budget and timely narrative and financial reporting. Identify implementation gaps and suggest/take timely actions for improvement
- Together with project staff work with and support partner in their implementation of the project both relating to time, quality, documentation, and reporting.

- Provide technical support and capacity building of staff and partners in INEE minimum standards, AEWG principles, conflict sensitive education etc.
- Ensure financial donor compliance, ongoing budget monitoring and adjustment of project constraints based on financial analysis. Follow up on financial liquidation/settlement/reports according to Oxfam's procedures
- Perform risk management, monitor trends and changes in the context and where necessary make and proactive propose changes to minimize partner, staff and project risks.
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- Ensure timely procurement of project inputs including construction materials, and learning supplies in close collaboration with supply chain department
- Initiate, follow up and supervise the construction of Temporary Learning Spaces (TLS)/procurement of tents and construction of temporary??? latrines in the target schools. This includes managing the relationship with contractors.
- Ensure regular communication with the APM, Education Coordinator and other managers to integrate appropriate technical input, define priorities in program implementation, coordinate internal resources and partner engagement and trouble shoot;

Engagement with local education authorities:

- Coordinate and work closely with the local education authorities to ensure their understanding, involvement and contribution to the project in planning, monitoring, evaluation, accountability and learning processes.
- In collaboration with the project team, support and organize technical capacity needs assessment and capacity building training/workshops for local education authorities, tutors and SMC/PTA members.
- Facilitate joint supervision and monitoring visits with local authorities to provide technical support to head teachers, teachers and facilitators, to monitor and quality assure project implementation.
- Support and ensure the involvement of the existing community structures in community mobilizations activities.

Coordination and networking:

- Develop good relationship with other NGOs and UN agencies etc. working in the education sector at different levels and where possible forge alliances to influence key actors when necessary
- Participate and contribute to education sectoral coordination forums such as the education cluster to avoid duplication and improve the quality and alignment of Education in Emergencies projects across agencies. Where relevant coordinate with the protection and WASH clusters to ensure an integrated approach in the project planning and implementation.

Monitoring, Reporting and documentation:

- Ensure the collection of accurate and relevant data from intervention areas to track project performance and analyse the successful completion of short and long-term project goals.
- Support setting up a project MEL system ensuring regular monitoring and availability of the necessary data collection tools for Oxfam and partners
- Ensure a beneficiary feed-back system is in place as part of the MEL system to ensure accountability towards project beneficiaries

- Produce quality and timely narrative and financial progress/status reports to management and donors, compliant with Oxfam and donor requirements.
- Report lack of project progress, compliance or other concerns or challenges to management as relevant for trouble shooting and support
- Lead the preparation and implementation out of the project end evaluation
- Create and maintain comprehensive project documentation

Staff Management.

- Manage all project staff in line with Oxfam’s policies and guidelines and ensure relevant technical guidance and support is provided
- Delegate project tasks based on job descriptions, individual strengths, skill sets and level of experience
- Ensure a system is in place for regular communication and engagement with staff and that (annual) performance reviews are carried out and documented
- Use and continually develop leadership skills

Others

- Assist in business development (particularly in the renewal of terminating projects) and provide gap analysis information for ongoing projects to support the development of new projects
- Perform other related duties as assigned

Requirements

- Proven working experience in managing Education projects, preferably from a complex/conflict/emergency situation
- Proven leadership experience from managing larger projects and/or human resource management. Experience with implementation through a partner approach is an added value
- Proven experience working with education donors like ECHO, ECW, EU, UNICEF is an added advantage.
- Excellent written and verbal communication skills in English
- Solid organizational skills including attention to detail and multitasking skills
- Excellent understanding and experience with Microsoft suites (Word, Excel, PowerPoint, Teams etc)
- 3-5 years’ experience from working in a similar position
- Bachelor’s Degree in education or a related field of study or equivalent work experience

Oxfam’s Values

Competencies	Description
Decisiveness	We are comfortable to make transparent decisions and to adapt decision making modes to the context and needs.
Influencing	We have the ability to engage with diverse stakeholders in a way that leads to increased impact for the organisation We spot opportunities to influence effectively and where there are no opportunities we have the ability to create them in a respectful and impactful manner.
Humility	We put ‘we’ before ‘me’ and place an emphasis on the power of the collective, nurture the team and play to the strengths of each individual. We are not concerned with

	hierarchical power, and we engage with, trust and value the knowledge and expertise of others across all levels of the organization.
Relationship Building	We understand the importance of building relationship, within and outside the organization. We have the ability to engage with traditional and non-traditional stakeholders in ways that lead to increased impact for the organisation.
Listening	We are good listeners who can see where deeper levels of thoughts and tacit assumptions differ. Our messages to others are clear, and consider different preferences.
Mutual Accountability	We can explain our decisions and how we have taken them based on our organizational values. We are ready to be held to account for what we do and how we behave, as we are also holding others to account in a consistent manner.
Systems Thinking	We view problems as parts of an overall system and in their relation to the whole system, rather than reacting to a specific part, outcome or event in isolation. We focus on cyclical rather than linear cause and effect. By consistently practicing systems thinking we are aware of and manage well unintended consequences of organisational decisions and actions.
Strategic Thinking and Judgment	We use judgment, weighing risk against the imperative to act. We make decisions consistent with organizational strategies and values.
Self-Awareness	We are able to develop a high degree of self-awareness around our own strengths and weaknesses and our impact on others. Our self-awareness enables us to moderate and self-regulate our behaviours to control and channel our impulses for good purposes.
Enabling	We all work to effectively empower and enable others to deliver the organizations goals through creating conditions of success. We passionately invest in others by developing their careers, not only their skills for the job. We provide freedom; demonstrate belief and trust provide appropriate support. We give more freedom and demonstrate belief and trust, underpinned with appropriate support.

APPROVALS & SIGNATURES			
Prepared by DCD		Deputy Country Director (DCD)	
Agreed By Employee		Education in Emergency Project Manager Gao	
Approved by HR Manager		HR Manager	