



Job Advert



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Approved
21/8/2026

Position Title:	County Education Coordinator
Location:	Terekeka and Kajo-Keji,
Number of posts:	Two (one per each Location)
Duration of Contract	One year with possibility of extension depending on funding availability
Reporting To	Program manager
Application Start:	21st / August /2026
Application End	11th / September /2026

Organization Background

Help Education South Sudan (HESS) is a nonprofit humanitarian, developmental organization established to address the most urgent literacy needs of the people of South Sudan. It is implementing a range of interventions in the areas of education. It is registered by the relevant authorities in the country including the Relief and Rehabilitation Commission (**Reg. #696**) with a legal mandate to serve the people of South Sudan. We have had programming in greater Bhar El Ghazal (Awerial, Yirol East, Rumbek Gogrial) Greater Equatoria (Juba, Kajo-Keji, Terekeka, Mundri) and Greater Upper Nile (Bor).

Role & Responsibilities/Job Description

Main Purpose of Job

The County Education Coordinator will serve as the **focal person for the Education for All South Sudanese (EFASS) project at county level**, responsible for coordinating, supervising,

and monitoring project implementation at the county, payam and schools. The position will be working and liaising with education authorities and key stakeholders; supporting teachers and school leadership; coordinating project resources and activities; collecting and reporting project data; addressing implementation challenges; and ensuring that project objectives, targets, and timelines are achieved in line with education policies and project requirements and objectives.

KET TASKS:

1. Coordinate the overall implementation of all project activities within a designated county.
2. Develop County level activity project activity plans, implementation schedules and budgets in collaboration with the Project Manager
3. Oversee all project activities and be the main contact for the field staff.
4. Ensure project activities comply with the policies and regulations of the donor organization.
5. Responsible for overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes.
6. Responsible for submitting activity reports on regular basis to the donor.
7. Oversee the preparation and submission of annual activity-based project budgets as well as monthly and quarterly financial reports and sending of new funding requests.
8. Lead and motivate the project team and monitor project activities and project expenditure and coordinate work with consultants and volunteers in the project.
9. Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
10. Employs resourcefulness in project design, implementation and monitoring. Trouble shoots project problems. Identifies and implements creative solutions.
11. Receive field reports from project officers and submit it to the Executive Director
12. Attend Clusters and Sub-Cluster Working Group on behave of HESS.
13. Write project proposals and liaises with partners.



14. Preparing Pay an Education Supervisors to take an active role in assuring quality of the School Development Plans and School Budgets and accountability documents.
15. Providing Payam Education Supervisors with verbal and written feedback on the quality of preparation.
16. Monitoring progress and providing troubleshooting support to schools during the school development process.
17. Assessment of School Infrastructures before the start of the work plan to commence e.g., toilets school buildings, renovation, or build new once.
18. County Education Coordinator offers a tender notice to any company that is around the area for renovation.
19. Used media to passed information through either Radio, bicycle, Motor bike etc.
20. Developing out training to Payam Education Supervisors (PES)
21. Providing support to schools to effectively monitor and improve attendance of learners in schools; assuring the quality of School Development Plans and School Budgets of all schools in the area of responsibility.
22. Supporting all schools in providing school governing bodies with verbal and written feedback on the quality of their School Development Plans.
23. Mainstreaming gender sensitive approaches in all undertaken

MINIMUM QUALIFICATION/EXPERIENCE.

- At least Bachelor's Degree in Education or its equivalent or similar field with at least 4 years' experience of working in South Sudan in similar education programing and coordination position in a humanitarian and development context. Post graduate studies will be an added advantage.
- Previous experience of working in conflict, post-conflict recovery and development response & a high level of written and spoken English.
- Previous experience of Education program management and support across South Sudan
- Demonstrated ability to set up program monitoring & evaluation systems.
- Proven ability of mentoring, coaching and training on education related topics.
- Experience of senior level representation & Excellent communication skills



- Experience of developing and negotiating successful partnerships with institutional donors
- Familiarity with South Sudan Government (MOGEI) Education system, policies, standard requirement, guideline and action plan especially for basic, alternative education system.
- Desirable

SKILLS AND ATTRIBUTES.

- Excellent analytical and logic skills.
- Self-starter and independent thinker and willing to follow instructions.
- Team player with friendly personality; able to build strong interpersonal relationship with the local communities.
- Strong knowledge in education programming, planning, implementation and evaluation.
- Ability to manage multiple activities, priorities and deadlines effectively. Strong report writing and documentation skills
- Good understanding of education indicators and program monitoring system
- Ability to work under pressure and challenging field environment

SPECIAL CONDITIONS

HESS commitment to Safeguarding

HESS is committed to the safeguarding and protection of the communities we serve, our partners, our volunteers, and our staff.

As part of this commitment to safeguarding, all offers of employment will be subject to satisfactory references and appropriate background checks. HESS also participates in the Inert-Agency Misconduct Disclosure Scheme; we will request information from job applicant's previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment or incidents under investigation when the applicant left employment.



Accountability with in HESS.

Alongside our safeguarding policy HESS is an equal opportunity employer and has set of integrity policies. Any candidate offered a job with in HESS will be expected to adhere to the following keys areas of accountability.

Comply with HESS policies and procedures with respect to safeguarding, code of conduct,

Health and safety, confidentiality, do no harm principle and unacceptable behavior protocols.

Report any Concerns about inappropriate behavior of HESS staff or partner.

Submission of Application:

Deadline for submission of applications is 11th September 2026 at 5:00 p.m. Interested

Applicants should send soft copies of their CVs academic documents, national ID and

Cover letter via email to hr@helpeducationssd.org or submit hard copies at HESS Office

in Juba at Yaro Plaza, 3rd Floor, Hai Cinema.

Please note that the subject line of the email should include the position being applied for.

Only shortlisted candidates will be contacted via e-mail or phone.

Please note that this is an urgent recruitment and all applications will be reviewed on a rolling basis. The position is open for South Sudanese Nationals only; Qualified Female candidates and persons with special physical conditions are strongly encouraged to apply!

