



## **JOB ADVERTISEMENT**

**Position:** Education Assistant Manager



<b>Organization</b>	Universal Network for Knowledge & Empowerment Agency - UNKEA
<b>Position</b>	Education Assistant Manager
<b>Line management</b>	Education Manager
<b>Location</b>	Tonj North County, Warrap State.
<b>Start date of application</b>	1 <sup>st</sup> September 2021
<b>Deadline of application</b>	15 <sup>th</sup> September 2021
<b>Contract duration</b>	10 months

### **Background.**

Universal Network for Knowledge & Empowerment Agency (UNKEA) was established in 2002 to respond to the dire social, economic, livelihoods and health conditions experienced by people in conflict and other natural disasters within and outside the country of origin and in refugee camps. UNKEA's initial purpose was to design strategies and interventions to fight the deadly Kala azar disease which is highly prevalent in Upper Nile region of South Sudan. With time, UNKEA's mandate expanded to include other interventions such as provision of primary health care services, nutrition, food security and livelihoods, water and sanitation, education; social development of youth and women; economic development, Access to Justice and peace building. UNKEA is registered with the Ministry of justice and RRC, registration number in South Sudan.

UNKEA secured funds from SSHE SA1 implement Education in Emergencies (EiE) in Tonj North County, Warrap State. The project will support ten schools to increase equitable access of education services to learners and Out of School Children in the county.

### **Job summary.**

Under the supervision of the Education Manager, the Education Assistant Project Manager (AEPM) is responsible for project activities implementation at targeted schools in Tonj North county. The position will spend 65% of time at the project site or field and 35% in Juba Office for reporting.

### **Key Responsibilities**

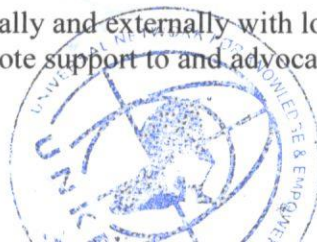
#### **Project implementation:**

- Ensure the project progress is effective, monitored through regular collection and analysis of key indicators and the results are documented
- Work closely with education authorities to deliver primary school services
- Setup and provide support to Parents Teachers Association and children clubs

**Budget management:** Oversee project expenditure, including monitoring budget verses expenditure, ensuring costs are allocated correctly and in line with plan and provide a report to Education Manager

#### **Representation and coordination**

- Represent and coordinate internally and externally with local education authorities, stakeholders and partners, promote support to and advocate for female teachers and girls'





participation in education and act on behalf of project manager. Besides, coordinate with heads of departments within the organization.

**Personnel management:** Coordinate, supervise and provide technical support to Education Officer

**Reporting:** responsible for the timely, completion of work orders and field progress reports. S/he is supposed to make timely, precise reports both data and narratives reports with good photos of completion of work.

**Logistics:** The Assistant Education Project Manager is typically in charge of overseeing the logistics on the county level ensuring the proper set up/rehabilitation/construction of school infrastructures in Tonj North County and the functioning of supply chain including procurement planning, purchasing of goods and services, transport and storage, the organization, planning and maintenance of the equipment, and the functioning of the means of communication.

**Security:** Field Coordinator is responsible for the county security management and ensures the security of staff. S/he monitors the political, economic, and social environment in the area, assesses and analyses the risks. Monitors and reports the security situation and develops security procedures relevant to the context.

**Working Relationships:** Supervisory: Education Officer

**Agency-Wide Competencies:** These are rooted in the mission, values, and guiding principles of UNKEA and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

**Vision:** A God fearing, healthy, well-educated and economically advanced society enjoying a sustainable high standard of living in a secure environment

**Mission:** To facilitate the improvement of the status of livelihoods in South Sudan through the creation relevant and sustainable community initiatives in participatory and interactive processes

**Goal:** To help bring forth a peaceful and self-sustaining society in social-economic development.

**CORE VALUES:** UKEA's community engagement is guided by the following principles anchored across four key values which drive our initiatives

**PASSION:** This will be demonstrated through UNKEA's fidelity to original Vision, Mission and the ideals of the founders

**EXCELLENCE:** We will go for excellence in the design of our interventions, identification and interpretation of beneficiaries' needs and assets together with the project implementation and overall community interactions.

**PARTNERSHIP:** will work with members of local communities, government agencies, donors and other stakeholders to create effective and lasting partnerships for beneficiary ownership of the intervention processes and for sustainability of project results.

**SUSTAINABILITY:** will endeavor to keep to the synergistic intervention model of livelihoods, education, environmental conservation, collaboration and sustainability to deliver long lasting,







efficient, effective and replicable community initiatives to address the root causes of community challenges.

**ACCOUNTABILITY:** will endeavor to maintain accountability in the management of funds and resources. This entails making such information available to donors, partners and all concerned parties.

### **Program-Quality Competencies**

#### **Language Required:**

- English (professional/working level)
- Arabic (native/professional written and spoken)
- Dinka language is added advantage

#### **Personal Skills:**

Excellent interpersonal skills with a strong beneficiary/local partner-service focus.

- Ability to work with diverse groups of people as a member of multi-cultural teams
- Ability to prioritize work, multitask and control processes.
- Ability to work diligently and independently.
- Ability to work in a team work environment and coordinate team work.
- Ability to work under pressure with short deadlines.
- Maturity, diplomacy, tact and discretion, with strong negotiation skills.
- Ability to remain calm and professional in tense situations.

#### **Qualifications.**

- Degree in education, child protection, development or related field (Master degree is added advantage)
- Strong cross-cultural skills and experience working with different ethnic/cultural backgrounds.
- Demonstrated capacity to establish and maintain strong, collaborative working relationships with donors, government officials, local organizations, communities and other stakeholders.
- Experience working with children and educators desired; teaching experience a plus.
- Proficiency with Microsoft suite, including Word, Excel and Outlook.
- **Applicants must be South Sudanese nationals**

#### **Submission of application.**

Qualified candidates who meet the above job specifications are encourage to submit CV of maximum 3, cover letter of 1 page and copies of your academic documents to [jobs@unkea.org](mailto:jobs@unkea.org) in one fold or in zig. Bear in mind that many upload shall be ignored to download, or hand drop the hard copies to UNKEA Field Office in Kuajok and Juba Office, along 17<sup>th</sup> Avenue, Tombura Road-Kator, before closing date. The application should have the position clearly marked. Applications will be verified as they come if UNKEA may get the best candidate before deadline because of time pressure.

