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Approved by
A/Director
Leban



UNIDOR - SOUTH SUDAN

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Job Advertisement

13th June 2025

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| POSITION | Education Project Officer |
| JOB LOCATION | Mayendit |
| REPORT TO | Education Program Manager |
| DURATION | 1 Year with possibility of extension |
| TARGETED AUDIENCE | External/Internal |

Organizational Background

Universal Intervention and Development Organization (UNIDOR) is a South Sudanese national and Faith based Organization founded in 2004 and is legally registered by the Relief and Rehabilitation commission (RRC) with registration number 181. UNIDOR is a member of South Sudan NGOs forum, active member of different working clusters across the Country. UNIDOR operates in Juba, Central Equatoria, Ruweng Administrative Area (RAA) and Unity state in South Sudan with program portfolio covering health, nutrition, FSL, WASH, Education, General protection including GBV and Child Protection, Peace-Building and Conflict Resolution. UNIDOR continues to provide lifesaving humanitarian assistance to the vulnerable people of South Sudan with the aim of rebuilding lives and restore peace.

Purpose for the job:

To assist the Education Program Manager in the Management and Implementation of education in Emergency project activities. She/he will establish functional Literacy and Numeracy classes, Intensive English Language Course, Radio-Based learning programs and Remedial/Catch up classes, Plan and Supervise distribution of education and school supplies, support teachers training programs, follow up and monitor activities to

make evaluations and suggest improvements to the project. She/he will also coordinate Education activities between the County Education Office and other stakeholders at county and Payam level.

Roles and Responsibilities

- Develop an effective and sustainable bridge between the local Education Authorities and UNIDOR at all levels based on good communication, representation, and feedback
- 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 community, PTAs/SMC and UNIDOR.
- Conduct a baseline assessment/profiling and participate in Inter Agency Needs Assessment activities in the County.
- Establish/Train Child Right Clubs/desks in the supported schools, and ensuring functional referral pathways and support systems.



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"Building Communities"



- Conduct Safety Audits in Learning Spaces in Coordination with the Child Protection Actors and support appropriately.
- Facilitate distribution of teaching and learning materials to the centers/schools and provide adequate report on items distributed and its impact on teaching and learning
- Guide and support PTA/SMC in informing, mobilizing and organizing targeted committee/school and education related meeting and trainings.
- Assist in planning, organizing and overseeing teacher-training program and ensure follow up, monitoring and evaluation is done to support the teachers, including classroom observations.
- Investigate gender imbalances/disparities in enrolment and attendance in primary schools and implement initiatives aimed at increasing enrolment and improving retention and performance of girls in schools.
- Collect/compile enrolment and the attendance data from the schools weekly (Friday), SSD 5 WS reporting while tracking the daily attendance and submit to the education Program Manager for analysis
- Holding monthly meeting with Community Mobilizers, teachers, support staff, PTA/SMC, parents and school's administration to address their concerns and ensure that are sufficiently facilitated to perform their duties.
- Request, Manage and account for cash for activities such as PTA trainings and community mobilization workshops, local education authorities' capacity building workshops and other components of training program.
- Perform any other duties as may be assigned by your supervisor from time to time.
- Administration and Communication; Maintain professional and culturally sensitive communication with all staff. Use email, phone, and WhatsApp for efficient communication. Address any resistance or obstruction of MEAL work by reporting to the Executive Director. Manage MEAL department performance with accountability and professionalism.
- Security Management; Adhere to security protocols in this fragile operational context. Report any incidents or threats to management and coordinate with local authorities. Complete UNIDOR's incident report forms within 24 hours of any incident.

Qualifications/Experience

- Bachelor degree/Diploma in Education, Planning and management Pedagogy or Education Certification and experience of Program/Project Planning and Management.
- Bachelor's Degree in Education or its equivalent.
- Three years' experience in primary school teaching/tutoring
- Experience in managing people/teams.
- Demonstrated experience and commitment to working with marginalized communities.
- Very good analytical, strategic thinking and planning skills.
- Monitoring and evaluation skills/experience.
- Good knowledge of MS word, Excel/Office.



- Excellent oral and written English.
- Ability to build effective partnership and collaborate with other team members Patience, perseverance and ability to work in stressful environment
- Excellent communicability and interpersonal skill

Conflict of interest

Any candidate affiliated to, or openly supporting any political party opposed to the UNIDOR's core values, or whose previous position could engender safety issues for co-workers at UNIDOR, will be excluded from this selection process. The employee will be accountable for the responsibilities and the competencies, in accordance with the UNIDOR Human Resource guidelines.

Qualified candidates should submit their cover letters and updated CV with copies of academic documents to UNIDOR South Sudan head Office located at Kololo-America Embassy Road, Juba Nabari after Catholic university or to UNIDOR Field office in Unity State Mayendit County. through email E-mail to recruitment@unidorss.org not later than Wednesday **03th July 2025**

