



NEW!



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**Education Program Manager
BASED IN NIMULE, SOUTH SUDAN**

Drop in the Bucket is a registered international NGO that has been operating in East Africa since 2006. We work directly with underserved and marginalized communities in remote areas of Uganda and South Sudan.

Our program, Promoting Girls Education in South Sudan (ProGESS) offers secondary scholarships to vulnerable girls who have excelled academically. The aim is to provide an opportunity for deserving students, who are financially challenged, to pursue their academic dreams. Our goal is to assist them in reaching their full potential through access to quality education.

DROP is actively seeking enthusiastic, qualified and experienced candidate who is committed to our vision, mission and values to fill the opening of:

Job Title: Education Program Manager
Position Type: Full Time National Staff
Department: Education
Location: Nimule, South Sudan
Reports to: Director
Reporting Date: Immediately

Job Summary

The post holder will provide programming and technical implementation guidance to the education team. The position requires experience in education, management and administration. He/She will be part of Senior Management Team (SMT) whose main responsibility will be program development and implementation, staff management, country program reporting and quality assurance of program delivery. This position reports directly to the Country Director

Duties and Responsibilities

- Contextualize and implement sustainable Education programme
- Overall supervision of Education project activities
- Oversee and coordinate baseline surveys, program studies and project design.
- Support strategic planning and operational program development
- Lead the team in project implementation
- Conduct assessments and evaluation of program needs and suggest appropriate adjustments in program design or implementation strategies.
- Conduct regular analysis of project impact
- Closely monitor planned versus achieved program results. Advise on the implementation of project interventions to achieve project outputs and objectives
- Manage, mentor, and develop the systematic building of staff capacity in areas of Education service delivery, planning, monitoring and evaluation, financial controls and management.
- Develop and manage relationships with stakeholders in Education to ensure effective implementation of sustainable projects.
- Monitor the sector situation and advise on potential future scenarios in the Education sector



- Develop concept papers, proposals, and budgets
- Represent DITB to other NGOs and other forums in issues relating to Education sector, ensuring coordination and constructive working relations
- Work with director to develop, adopt and disseminate government policies on Education within the project locations and ensure staff are adequately informed on Education policies.
- Work to ensure the safety of all students under the program
- Write monthly, quarterly and annual program reports
- Lead annual program planning and budgeting
- Provide technical assistance and lead on proposal development and fundraising
- Ensure proper financial controls are being followed and in line with project expenditure
- Support human resources needs assessments, recruitment and discipline
- Conduct performance planning/appraisal of line staff
- Support SMT to ensure results from project reviews and evaluations are understood and disseminated to the field
- Work closely with country director and U.S. office to define and execute program goals.
- Manage DROP dorm support staff

Qualification/Requirements:

Essential Requirements/Person Specification

- University degree in Education
- 5 years development work experience.
- Previous experience in project cycle management with expert skills in design, implementation and monitoring and evaluation of projects.
- Experience in people, asset and financial management.
- Strong budgeting, reporting and proposal writing experience gained in an NGO/INGO setting.
- Excellent communication skills (written and spoken)
- Familiarity with the national and international Education frameworks, policies guidelines and trends
- Technical expertise in educational approaches as applied in developing world
- Proven record of capacity building in team members
- Self-started and ability to work independently and as a member of the team.

Notes: Candidates with a valid driver's license and basic understanding of vehicles preferred.

Application Process

Those who meet the requirements please submit a one-page cover letter and CV (no more than 4 pages) with details of your qualifications and work experience including three professional references. All offers of employment are made contingent upon the successful completion of all applicable background checks.

Applications send CVs, with references, to: jobs@dropinthebucket.org not later than February 20th, 2023

Please Note

1. DROP is an equal opportunity employer.
2. Only finalists shall be contacted.
3. All documents submitted will not be returned and are subject to authenticity and background checks.

We encourage you to visit our website: www.dropinthebucket.org for more information about our work.