

Approval by Director Labour  
Warrap State (Luajole)



office  
MD/CA



**NORWEGIAN REFUGEE COUNCIL (NRC)-SOUTH SUDAN  
VACANCY ANNOUNCEMENT**

**JOB TITLE:** Education Project Officer –Engineer  
**REPORTING:** Education Project Coordinator  
**DUTY STATIONS:** Alek, Warrap State  
**DURATION AND TEPY OF CONTRACT:** 4 Months renewable subject to funding  
**STARTING DATE:** As soon as possible  
**SALARY:** As per NRC National Scale

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer emergency humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core competencies include Education, Shelter, WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

Being an employee of the Norwegian Refugee Council (NRC) in South Sudan, the Education Project Officer is expected to represent NRC in a responsible manner and always act in accordance with NRC's Code of Conduct.

**REPORTING TO**

Education Project Coordinator

**DUTIES AND RESPONSIBILITIES:**

- Ensure adherence to NRC policies, tool, handbooks, guidelines and donor requirements
- Implement the Education activities according to strategy, proposals, budgets and plans
- Prepare periodic status reports and other documents as required by management
- Ensure proper filing of documents
- Break down the annual operational plans into weekly, monthly and quarterly implementation plans
- Coordinate with relevant partners
- Ensure that procurement, development and distribution of materials and equipment are timely and according to procedures
- Design, draw, sketch and layout temporary learning space (TLS) and VIP latrines structures
- Promote and share ideas for technical improvement in order to improve the quality of the activities especially construction work
- Ensure that projects target beneficiaries most in need, and explore and asses new and better ways to assist
- Ensure correct BOQs and tracking of all emergency interventions and participate in compiling emergency related internal (bi-weekly, monthly, quarterly) and external (interim and final) reports
- Take responsibility for any materials, tools, vehicles, communication equipment provided by NRC
- Lead in construction activities and facilitating trainings programmes in basic engineering skills and overall supervision of construction work
- Participate in cluster trainings by offering technical skills and knowledge when required in consultation with the project coordinator.



- Determine resource materials required for effective construction including quality materials for construction purposes.
- Other relevant tasks as assigned by the Education Project Coordinator

#### **Qualifications and Competencies**

- Bachelor Degree in Civil Engineering
- Experience from working as an Education Project Officer(Engineer) in a humanitarian/recovery context
- Experience in TLS and Permanent classroom construction.
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Knowledge about own manager skills/profile
- Fluency in English, both written and verbal
- Knowledge of the context
- Knowledge of Juba Arabic and other local languages an advantage
- Good-level competency in computer skills (common Microsoft Windows and Office applications)
- Proven skills and experience in report writing
- Strong organizational and logistical skills and the ability to work with little infrastructure and to function in difficult situations including limited transport options

#### **Application Procedure:**

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Please do not submit original certificates. Submitted application documents will NOT be returned.
- Applications must be submitted no later than **18<sup>th</sup> August 2021**, in an enclosed envelope clearly marked "Application for Position of **Education Project Officer –Engineer , Warrap State** (Hard copy only accepted)

**Only short-listed candidates will be contacted, by e-mail or by phone.**

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY**

***Note: Due to the urgency of position, NRC will review applications on rolling bases and will select a suitable candidate before closing date.***

