



Momu Associates
Certified Public Accountants
Tin Number: 101-101-924

- Audit & Assurance
- Tax
- Advisory



18/02/2020

JOB ADVERTISEMENT.

POSITION: EDUCATION PROJECT COORDINATOR.

Background:

Momu Associates Certified Public Accountants (Momu Associates CPAs) is an independent Audit, tax and Advisory firm licensed in South Sudan, on behalf of its client a reputational NNGO is recruiting a qualified and experienced Project Coordinator.

Job description

- The Education Coordinator will be responsible for the vision, strategy, design, implementation and management of Education Program for the client. She/he will play a critical role in increasing the capacity of staff to support teacher training, tutoring, livelihoods activities for youth, and monitoring of community projects. The Education Coordinator will work collaboratively with the Client senior management team, other technical coordinators, operations team, and the finance team. The Education Coordinator will report to the Education Program Manager.

Project Overview

- Our Client, a reputable NNGO has been operating in South Sudan since 2012 and is currently implementing multi-sectorial projects in Education, Peace Building and Capacity Development, Food Security and Livelihoods (FSL), Gender and Child protection, Nutrition and Public Health and WASH components. Presently, the client is operational in the states of Central Equatoria, Western Bahr El Ghazal, unity, Western Equatorial, Northern Jong lei and Upper Nile states.

Workplace

- Juba based position with frequent travels to the designated operational locations within South Sudan.

Starting Date / Initial Contract Details

To be communicated to successful candidate.

Responsibilities:

- Contribute to the strategic vision, planning and quality implementation of the Education program;
- Manage, monitor and evaluate implementation of the different project components, with support from the Education Program Manager;
- Coordinate, cooperate and communicate with other Education coordinators in South Sudan to ensure synergy with the Education project there;
- Day-to-day management and supervision of a team education project staff, including recruitment, staff evaluation, and on-the-job orientation and training;
- Responsible for program budget management and project expenditures and putting in place responsible accountability systems to ensure responsible and efficient project spending;
- Train and build the capacity of program staff in general management and in project-related education, vocational and life skills topics;
- Coordinate and liaise with local/regional education authorities, NGOs, private sector actors and other international partners including UN agencies on all education program activities;
- Contribute to the expansion of Education and vocational and life skills programming in South Sudan, including assessments, proposal development and reporting as needed;
- Write regular reports on the implementation of project activities for both internal and external use.
- Ensure all project working documents are submitted to the Donors and other stake holders on time (Annual Work Plan, budget revisions, Performance Monitoring Plan revisions, etc.)
- Other tasks relevant to fulfilling the objective of the education programs.

This job description covers the main tasks that are anticipated. Other tasks may be assigned as necessary.

Knowledge and Experience

- A minimum of Two (2) years' experience managing large education projects in a humanitarian setting with many staff in a reputable National or international organization.
- Excellent team work and problem solving skills.
- Demonstrated experience and skills in training facilitation, conducting assessments, baselines and evaluations using participatory methodologies; data analysis and interpretation.
- Possession of practical skills in writing concept notes, donor proposals and reports.
- Sound understanding of project management cycle, INEE, humanitarian principles and standards including SPHERE, CHS and the Code of Conduct
- Politically and culturally sensitive with qualities of patience, tact and diplomacy
- Capacity and willingness to be flexible and accommodating in difficult and sometimes insecure working circumstances.

Application Process

- ✓ We will only review email applications. Please send your CV and Cover Letter (Not more than 5 pages) with three reachable referees to

“jobs.momuassociates@gmail.com” not later than 18 March 2020 and mention the position you are applying for in the subject section.

Special Notice

- ✓ Applications will be reviewed until the position is filled. Please be advised that only shortlisted candidates will be contacted.
- ✓ Our Client is committed to achieving workforce diversity in terms of gender. Therefore, Female candidates are strongly encouraged to apply.
- ✓ Our Client does not tolerate any form of sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. The successful candidate will, therefore, undergo rigorous reference and background checks.

No Fee Policy.

- NEITHER MOMU ASSOCIATES CPAs NOR ITS CLIENT DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).

