



**JOB DESCRIPTION ADVERT**

**Education Officer** - Establishment of 6 Temporary Learning Spaces (TLS) in Melut's Galdora Payam, Melut County.

(Reference: SHSS/JO/02/2023)

**SERVANT'S HEART SOUTH SUDAN BACKGROUND**

Servant's Heart - South Sudan, also known as "*The Spirit of Humanitarian Service*", is a South Sudan national NGO, nonpartisan, nongovernmental, nonprofit making, but faith-based humanitarian and developmental organization that seeks to honour God with the goal of serving and empowering the underprivileged persons in South Sudan through humanitarian intervention. It aims to address the immediate challenges related to emergencies including healthcare, basic education, spiritual growth, food security and livelihood, clean-safe drinking water, mass mobilization and awareness as drivers of peace and reconciliation and to enhance humanitarian service delivery and promote sustainable socio-economic and infrastructural development.

Servant's Heart South Sudan (SHSS) evolved from then Servant's Heart International (SHI), a Christian-based NGO formed in West Virginia - USA and came as Christian missionary to Africa and later to Sudan early in 1998 with the aim of providing physical, mental and spiritual assistance to the people living in most-remote areas of the World through Primary Healthcare, and Basic Education. It started to operate in Southern Blue Nile (SBN) under a consortium called, "Blue Nile Projects" the same year. The end goal of SHSS is self-sufficiently.

In 2001, SH-I shifted its base of operations to Southern Sudan territories of Dajo and Maban due to increased hostility to Christian based agencies in SBN. After the signing of CPA in 2005, SHI relocated its main office to Juba under the newly installed government of Southern Sudan where it entered into partnership with Save the Children USA (SC-USA) for funding purpose while continuing to offer the same programmes to the people of Koma. In 2008, SHI relinquished its American origin to become a Southern Sudanese NGO where it registered anew under then Southern Sudan "NGOs' Act 2008" as national NGO under the name, "Servant's Heart South Sudan" shortened as (SHSS). Hence, inherited the same name "Servant 'Heart", same programmes in same areas of operations though with slight difference in objectives and strategy. SHSS continued then to serve in Koma under SC-USA fund until the civil war broke out in December 2013.

In the event of war, SHSS lost its contracts from Save the Children USA and instead became a fund seeking organisation from UN agencies, NGOs, government and well-wishers with the hope to resume its operations to rescue the situation in Koma and other counties of Jonglei State. Servant's Heart South Sudan is currently on its revival phase after having lost its core funding from Save the Children USA 9 years ago, a situation in which it has almost lost everything in face of 2013 war adversities. Soon, SHSS will grow and expand in size and scope of operations if it finds an adequate support in term of partnership from a potential donor to continue providing the necessary services to the people in need. Despite of fund shortages, it continued to exist voluntarily until it met Heaven Sent Ministries, an American NGO that is currently providing support to SHSS in term of food and nonfood items for sustainable livelihood.

In 2016, Servant's Heart South Sudan conducted situational assessment in the areas of Upper Nile and Jonglei States, particularly Malakal Centre, Koma, and Duk counties. The purpose of the Assessment was to examine the state of health, food security and water, literacy and malnutrition in particular in these counties. After the assessment, SHSS together with another American NGO, "Heaven Sent Ministries" (HSM), shared a donation of food and nonfood items as part of Emergency Response Programmes to the people of Koma who were more isolated - cutoff from the capital and rest of counties suffering for two years.



However, Servant's Heart South Sudan has recently entered into a PARTNERSHIP Agreement with UNICEF South Sudan to implement the Education Project titled: **"Increasing Availability of learning spaces with community participation for the Establishment of Six Temporary Learning Spaces (TLS) in Galdora Payam of Melut County in Upper Nile State"**.

We are currently looking for a competent Education Officer to implement education activities including mobilizing more children including adolescents, particularly girls, have access to basic quality formal, non-formal or alternative learning opportunities, including in emergencies.

The Education Officer is an important member of the Programmes Department, which is responsible for the provision of high-quality education technical input into programme design and delivery to long term Inclusive Quality Education programmes.

**Role Dimensions:**

- **Internal:** All Staff and all Project team, Finance, and Operations
- **External:** County Level sections, Local and International NGOs and UN Agencies in the field location

**Contract duration:** 4 months with possibility of extension based on performance and funds availability.

**Location:** Juba, with frequent travel to the field and deep field settings

**Starting Date:** ASAP

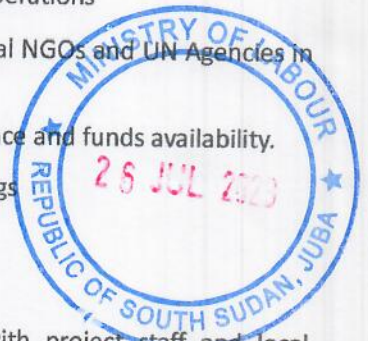
**POSITION PROFILE**

Under the supervision of the Executive Director, and in close coordination with project staff and local government and other stakeholders for monitoring, review, and periodic project reporting.

**ROLE SUMMARY**

**Responsibilities: The Education Officer shall;**

- Coordinate and manage the implementation of UNICEF funded - Establishment of 6 Temporary Learning Spaces (TLS) in Melut and Galdora Payam, Melut County Project.
- Highlight education issues requiring a response – both immediate (less than 2 months) and medium term and make recommendations on specific SHSS actions required. Ensure core commitments to children are taken into consideration.
- Strengthen the capacity of 33 (15 F) members of SMCs/PTAs
- Support the provision and distribution of teaching and learning materials to teachers and learners
- Engage communities on mobilization to get children back into school especially girls and other marginalised groups
- Represent SHSS to Education and other protection clusters, stakeholders and Governmental and non-Governmental agencies for the purposes of the protection aspects of the program.
- Implement Education activities according to Concept note, budgets, and work plans.
- Lead in organizing and facilitating training programs.
- Oversee training, coaching and on-going support of community mobilizers, teachers and children.
- Conduct community awareness activities to support school enrolment
- Support local programme supervision visits from donors, or authorities or any other relevant parties as assigned by the Operations Manager or Executive Director.
- Update monthly progress report.





- Attend Education and other relevant Coordination Meetings.
- Other duties and responsibilities required.

#### **WORK QUALITY OUTPUTS AND BUDGET CONTROLS**

- Ensure effective and efficient use of all SHSS's financial and material resources in order to keep costs to the lowest possible
- Ensure optimal use of financial resources in the project through timely requisitioning of all necessary supplies/contracts for project implementation.
- Manage construction budget components to ensure appropriate and efficient use of resources in the project and area of operation.
- Coordination with local community groups/ Government Departments/ Other stakeholders
- Liaise with the beneficiary community and local authorities in the selection of project sites as per the requirement of the project design.
- Represent the organization and actively participate in County or State level coordination meetings.
- Coordinate day-to-day operations and financial management of the construction works in the field in accordance with the approved project work plan.

#### **ASSESSMENT AND EVALUATION**

- Coordinate and participate in project start-up/project closure workshops, baseline survey and end of Project Evaluation for the project as per project design and within the project implementation deadlines.

#### **REPORTING AND COMMUNICATION**

- Prepare project documentation including monthly project reports on implementation status, and intermediate and final narrative reports as per UNICEF requirements and send them to the Education Sector Specialist and other relevant team members for review/further action.

#### **REVIEW, FOLLOW-UP AND ASSESSMENT**

- Review technical design documents for construction works and fully participate in the preparation and analyzing supply tendering and contract administration processes.
- Ensure the work plan relates closely to the regularly updated project work plan guiding the project implementation and progress toward completion.

#### **BEHAVIOURS (Values in Practice):**

##### Accountability:

- Holds self-accountable for making decisions, managing resources efficiently, and achieving and role-modelling SHSS activities.

##### Ambition:

- Sets ambitious and challenging goals for themselves and their team, take responsibility for their own personal development, and encourage their team to do the same

##### Integrity:

- honest encourages openness and transparency; demonstrates the highest levels of integrity

#### **ACCOUNTABILITY TO COMMUNITIES AND BENEFICIARIES**





The staff member is responsible for ensuring that all relations with the communities he/she works in are conducted in a respectful and consultative manner. Due attention must be paid to ensuring that communities are adequately consulted and informed about the SHSS program objectives, activities, and methodologies.

#### **PREVENTION OF SEXUAL EXPLOITATION AND ABUSE**

**Safeguarding Policy:** The Servant's Heart South Sudan believes that all persons we encounter have the right to be protected from all forms of harm, abuse, neglect, and exploitation. The SHSS has zero tolerance for abuse or exploitation by staff or associated personnel toward beneficiaries. The Servant's Heart South Sudan commits to addressing safeguarding throughout its work, providing policy guidance, practicing prevention, reporting, and response.

#### **EQUAL OPPORTUNITIES:**

The role holder is required to carry out the duties in accordance with the SHSS Equal Opportunities and Diversity following the existing policies and procedures.

#### **CHILD SAFEGUARDING:**

A range of pre-employment checks will be undertaken in conformity with SHSS's PSEA policy. SHSS will request information from applicants' previous employers about matters related to sexual exploitation, sexual abuse, and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By applying, the job applicant confirms their understanding of these recruitment procedures.

Any candidate offered a job with us will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

#### **QUALIFICATION**

- Bachelor degree in education, social science, economics or relevant fields with additional training in education planning and management and project planning and management techniques
- Knowledge of current national international strategies on access, equity, and quality education and child protection policies and models
- Field-level experience in complex environments and in emergency programs
- Understanding of and experience in the project implementation techniques, participatory planning, implementation and monitoring basic practices;
- Proven skills in managing changes, achieving results, ensuring quality, and team and capacity building.
- Ability and willingness to work under pressure and difficult circumstances in remote locations with limited supervision as part of a professional team.
- Must be able to maintain good interpersonal relations and have emotional intelligence.
- Spoken and written fluency in English and Arabic will be an added advantage.
- Excellent in writing periodic reports
- Ability to work independently, take personal initiative, and multi-task including strong facilitation skills in an ever-changing, dynamic environment

#### **APPLICATION INFORMATION & DEADLINE FOR SUBMISSION:**

Apply using a cover letter and an up-to-date CV in English as a single pdf document. Please also include details of your current remuneration and salary expectations and 3, references to [recruitments@servantsheartss.org](mailto:recruitments@servantsheartss.org) indicate in the subject line of your email: The title and the reference of the position: Application period 25-Jul-2023 to 14-Aug-2023.



# SERVANT'S HEART South Sudan

*The Spirit of Humanitarian Services, making difference wherever it serves.*

Please also include details of your current remuneration and salary expectations.

**NOTE:** Only electronic documents are accepted, applications will be received and reviewed on a rolling basis until the position is filled, so we would advise interested candidates to apply as early as possible.

Well-qualified South Sudanese candidates particularly females are encouraged to apply for consideration.

WE REGRET IN ADVANCE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR INTERVIEWS.

