

**THE LUTHERAN WORLD FEDERATION, WORLD SERVICE
SOUTH SUDAN COUNTRY PROGRAM**



Position type: Education Manager

Number of Position: One

Duty Station: Ajuong Thok

Contract type: Fixed term with possibility of extension depending on funding & performance

Report to: Education Coordinator

Employment start date: November

Advert Closing deadline: 18th October 2022

JOB ROLE:

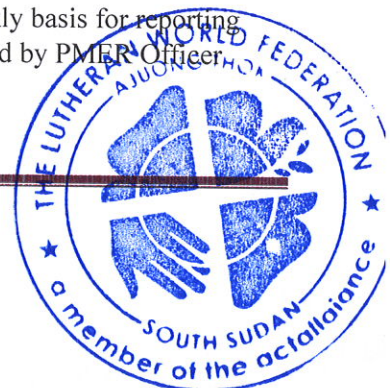
Under the guidance and direction of the Education Coordinator, the Education Manager will oversee daily implementation of education activities in Ajuong-Thok with strict adherence to inter-agency standards on quality to include active and qualitative involvement of communities of concerns

BACKGROUND:

The Lutheran World Federation/Department for World Service (LWF/DWS) South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members.

KEY RESPONSIBILITIES:

- Plan, support the execution of and report on a joint school monitoring and inspection with the Area Ministry of Education and UNHCR on a quarterly basis
- Ensure accurate data is collected, inputted, analyzed and availed on weekly basis for reporting and updating of the REMIS; train all key Officers on this package assisted by PMER Officer



- Monitor in-service teacher training and ensure all trainees implement what they learnt to improve the facilitation of quality teaching and learning activities in all LWF operated schools in camps and host communities
- Support all officers in establishing/reactivating community based structures—PTAs/SMCs and BOGs for both primary and secondary schools and support their capacity building in planning and support school improvement plans
- Support and ensure improved learning in ECDs and Special Education units
- Monitor all budgets, guide the officers on planning, execution and expenditure consistent with plans/budgets, raising alerts on under or over expenditure
- Ensure all Officers prepare and follow their work plans on a weekly and monthly basis as per donor specific detailed implementation plans
- Prepare and submit donor reports to Education Coordinator 4 days before dateline
- Attend all meetings or delegate for all schools on monthly basis and share the minutes and recommendations and document/file same—both electronically and in hard copy
- Support the Education Coordinator plan for and avail learning materials for learners and appropriate teaching materials for teachers
- Lead officers to carry out baseline surveys and other documentation activities to support the writing of evidence based funding proposals and program presentations
- Carry out any other duty assigned by the Education Coordinator or team leader in support of a successful response

QUALIFICATION AND EXPERIENCE.

- Degree in Education (minimum of a bachelor, master degree preferred)
- At least 3 years' experience in an INGO in similar roles
- Strong organizational skills and ability to operate professionally
- Excellent in written and spoken English. Knowledge of local language in the project area will be an added advantage
- Team Building and ability to work under extreme pressure
- Good experiences in refugee or IDP programming with a good contextual knowledge of the community, region and South Sudan.
- Strong interpersonal skills and the ability to work in a multi-cultural team essential, good organizational and time management skills Essential.

Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Juba Recruitment.southsudan@lutheranworld.org. and hard copy to Human Resource Office in Ajuong-thok, Ruweng Administrative Area.
- Applications by email should come with the subject 'Application for Education Manager'. Emails or applications that don't have that in the subject box will not be considered.

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

Child Safeguarding:



LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks. Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure.



→ Reviewed by RRC Office

Approved by Labour, Public Service & (HRD) Office

