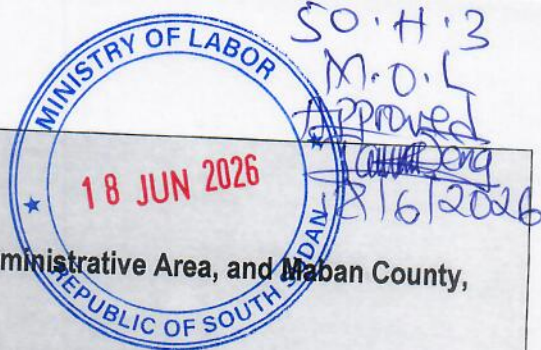




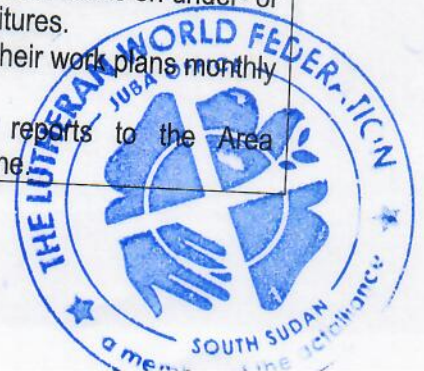
THE
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| Position Description | Education Manager |
| Place of Assignment: | Jamjang, Ruweng Administrative Area, and Maban County, South Sudan |
| Application start date | 18 th June 2026 |
| Application deadline | 7 th July 2026 |
| Supervisor's title: | Area Coordinator |
| Supervises: | Education Officers |
| Work Time | 100% |
| Average travel days per year | <input checked="" type="checkbox"/> extensive (more than 20) <input type="checkbox"/> limited (7 – 19) <input type="checkbox"/> little (less than 7) <input type="checkbox"/> none |
| Content of the position | |
| Purpose | <p>Under the guidance and direction of the Area Coordinator, the Education Manager will oversee the daily implementation of Education activities in</p> <ol style="list-style-type: none"> 1. Ajuong Thok and Pamir refugee camps, including the host community in Jamjang. 2. Doro, Gendrassa, Batil and Kaya refugee camps in Maban. |
| Required Qualifications | <ul style="list-style-type: none"> ▪ Master's degree in education with at least 3 years of experience in emergency education. Experience of working within the education sector for an International Non-Governmental Organisation. ▪ Good experiences in refugee or IDP programming with a good contextual knowledge of the community, region and South Sudan. Experience in the management of multiple projects under different grants and hands-on experience in Inclusive emergency Education in IDP and refugee operations. ▪ Good knowledge of emergency education programming and demonstrated skills in integrated Psychosocial Support services. ▪ Excellent M&E, ProGress and REMIS data management, good knowledge and practical skills in Project management. Ability to make analytical judgments and communicate well with stakeholders, ability to manage a large team, build their capacity and ensure accountability. ▪ Strong interpersonal skills and the ability to work in a multi-cultural team are essential, as well as good organizational and time management skills. ▪ Excellent written and oral communication skills in English. Essential good command of the Arabic Language (spoken) is an added advantage, and computer proficiency in word processing, Word, PowerPoint, Excel and Web-browsing. |
| Additional Study and Experience | <ul style="list-style-type: none"> ▪ Excellent communication skills and ability to make formal and informal presentations, and produce professional and analytical reports and learning documents |



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| | <ul style="list-style-type: none"> ▪ Must be result-oriented and able to work under pressure and tight deadlines ▪ Work well in a diverse team ▪ Work in remote sites ▪ High level of integrity. Applicants are required to be in sympathy with LWF's core values. |
| LWF Core Skills | <ul style="list-style-type: none"> ▪ Analytical thinking ▪ Initiative ▪ Leadership ▪ Achieving results ▪ Accountability ▪ Working effectively with others |
| Required Skills | <ul style="list-style-type: none"> ▪ Communication ▪ Capacity-building/training ▪ Advocacy ▪ Facilitation / Negotiation ▪ Innovation ▪ Stakeholder Management / Partnership ▪ Networking |
| Position Environment and Dimensions | <ul style="list-style-type: none"> ▪ Internally, interacts with the Education Officer ▪ Externally, government departments, partners, community, community leaders, humanitarian clusters and financing partners. |
| Main duties | <ul style="list-style-type: none"> ▪ Works directly with education stakeholders at the county and camp level. ▪ Plan and take an active role in joint schools monitoring and supervision by CED, MOGEI and UNHCR as and when required. ▪ Ensure accurate data is available every week to update REMIS, train all key Officers on this package, assisted by the PMER Officer ▪ Developing and maintaining a database of project outputs, activity tracking, training evaluation and achieved results to provide information for both internal and external reporting; ▪ In coordination with the Area Coordinator, lead development and implementation of rigorous control mechanisms to ensure compliance with internal and donors' requirements (procurement, approvals, accountability and Child safeguarding principles). ▪ Support all officers in developing PTAs and BOGs for both primary and Secondary schools. ▪ Support and ensure improved learning of children with special needs in the schools. ▪ Account for all activity expenses as per the approved budgets, guide the officers on expenditure, and raise alerts on under- or over-expenditure and delays in expenditures. ▪ Ensure all Officers prepare and follow their work plans monthly as per the donor ▪ Prepare and submit quality donor reports to the Area Coordinator four days before the deadline |



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| | <ul style="list-style-type: none"> ▪ Attend all meetings; coordination meetings at the camp and country level, prepare and share updates to the Area Coordinator. ▪ Make follow-up on recommendations arising from community meetings and share the minutes and action points. ▪ Ensures learning materials are available to the learners and appropriate teaching materials for teachers. ▪ Lead officers to carry out baseline surveys and write proposals. ▪ Work closely with the Protection and GBV Manager and the protection team. ▪ In the absence of the Area Coordinator, act in the said position upon delegation |
| Special duties | Any other duties as may be assigned by the direct supervisor. |
| Major Challenges | Maintaining and updating data and protecting it from crashes by backing up the data. |

Application Process

- All applicants must send their application letter, updated CV, and supporting documents to the Human Resource team at: recruitment.southsudan@lutheranworld.org. Hand delivery is accepted in Maban and JamJang Office. Applications by email should come with the subject 'Application for Education Manager either JamJang or Maban'. 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 participatory organisation of the inter-agency scheme for the disclosure of safeguarding-related misconduct. For more information, please go to the website: <https://misconduct-disclosure-scheme.org/>. Applicant agrees that the LWF Human Resource office will do related reference checks.



Child Safeguarding:

LWF is a child-safe organisation and is fully committed to promoting the realisation of children's rights, including the right to protection from violence and abuse. We therefore have responsibilities to the children we work with and meet, to keep them safe from harm or risk. In line with LWF policy, any appointment is subject to thorough criminal record checks.

