

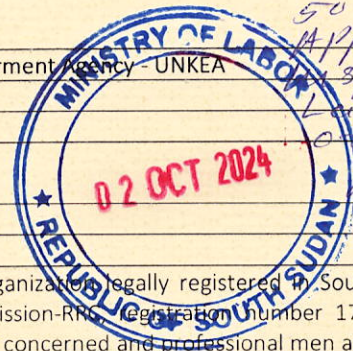


Universal Network for Knowledge & Empowerment Agency (UNKEA)

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Job information

Organization	Universal Network for Knowledge & Empowerment Agency - UNKEA
Position	Education Assistant Manager
Line management	Education Manager
Start date of application	2 nd October 2024
Deadline of application	23 rd October 2024
Contract duration	9 months
Background	<p>UNKEA is a national non - governmental organization legally registered in South Sudan with Relief and Rehabilitation Commission-RRRC Registration number 178. UNKEA was established in 2002 by a group of concerned and professional men and women of Upper Nile State of South Sudan to respond to the dire social, economic, livelihoods and health conditions experienced by the South Sudanese citizen. UNKEA's initial purpose was to design strategies and interventions to fight the deadly Kalaazar disease which was highly prevalent in Upper Nile State. With time, UNKEA's mandate expanded to include other interventions such as provision of basic services such as primary health care, nutrition, food security and livelihoods, water, hygiene and sanitation, education, social development of youth and women, economic development, Access to Justice and peace building.</p> <p>UNKEA in partnership with LM International is in the process to secure funds from SSHF SA1 to implement Education in Emergencies (EiE) in Aweil East County, Northern Bhar El Ghazal State. The project will support 12 primary schools to enhance provision of Integrated Emergency life-saving Education, Protection and WASH interventions to crisis-affected IDPs, Returnees and Host Communities in Aweil East County, Northern Bahr El Ghazal</p>
Job summary	Under the direct supervision of the Education Manager, the Education Assistant Manager is responsible for project activities implementation at targeted schools in Aweil East County. The position will spend 50% of time at the project site or field and 50% in Juba Office.
Key Responsibilities	<p>Project implementation</p> <ul style="list-style-type: none"> ▪ Provide capacity building to the Education officer through training, coaching and mentorship. ▪ Work with MEAL specialist to ensure that project progress is effective and monitored through regular data collection and analysis of key indicators and the results are documented. ▪ Establish and maintain strong working relationship with County Education Department, Head Teachers and teachers in the targeted schools. ▪ Build and maintain relationships with beneficiary communities; contribute to maintenance of relationships with other relevant stakeholders ▪ Build and maintain relationships with UNKEA and partner staff based in Warrap State, as appropriate. ▪ Participate actively in education cluster meetings with partners. ▪ Setup and provide support to Parents Teachers Association and children clubs <p>Budget management</p>



	<ul style="list-style-type: none"> Oversee project expenditures, including monitoring budget versus expenditures, ensuring that costs are allocated correctly and in line with plan and provide reports to Education Manager for reviews and onward submissions. Together with the Finance team, ensure that all project expenditures are well liquidated and comply with organizational financial policy and donor/partners standards and principles. <p>Representation and coordination</p> <ul style="list-style-type: none"> Represent and coordinate internally and externally with local education authorities, stakeholders and partners, education clusters, promote support to and advocate for female teachers and girls' participation in education and act on behalf of Education manager. <p>Personnel management</p> <ul style="list-style-type: none"> Coordinate, supervise and provide capacity building support to the Education officer through training, coaching and mentorship. <p>Reporting</p> <ul style="list-style-type: none"> Responsible for timely and quality reporting including field updates, 5 Ws and donor/partners reports. Work with MEAL Specialist, IT Manager and Education Manager to produce high impact documentaries including lessons learnt and best practices. <p>Logistics</p> <ul style="list-style-type: none"> Work with Logistics team to ensure that all the project logistical aspects are well managed including proper functioning of supply chain, procurement planning, purchasing of goods and services, transportation and storage, planning and maintenance of the equipment, and proper functioning of communication means. <p>Resource mobilization</p> <ul style="list-style-type: none"> Actively participate in organization fund raising drives especially through proposal writing and concept notes for donor/partners funding. <p>Security:</p> <ul style="list-style-type: none"> Work with HR to ensure safety and security of field staff and project assets.
Working Relationships	Supervisory: Education Officer.
Agency-Wide Competencies	These are rooted in the mission, values, and guiding principles of UNKEA and used by each staff member to fulfill his or her responsibilities and achieve the desired results.



	<p>Vision: A God fearing, healthy, well-educated and economically advanced society enjoying a sustainable high standard of living in a secure environment</p> <p>Mission: To facilitate the improvement of the status of livelihoods in South Sudan through the creation relevant and sustainable community initiatives in participatory and interactive processes</p> <p>Goal: To help bring forth a peaceful and self-sustaining society in social–economic development.</p> <p>CORE VALUES: UNKEA’s community engagement is guided by the following principles anchored across four key values which drive our initiatives</p> <p>PASSION: This will be demonstrated through UNKEA’s fidelity to original Vision, Mission and the ideals of the founders</p> <p>EXCELLENCE: We will go for excellence in the design of our interventions, identification and interpretation of beneficiaries’ needs and assets together with the project implementation and overall community interactions.</p> <p>PARTNERSHIP: will work with members of local communities, government agencies, donors and other stakeholders to create effective and lasting partnerships for beneficiary ownership of the intervention processes and for sustainability of project results.</p> <p>SUSTAINABILITY: will endeavor to keep to the synergistic intervention model of livelihoods, education, environmental conservation, collaboration and sustainability to deliver long lasting, efficient, effective and replicable community initiatives to address the root causes of community challenges.</p> <p>ACCOUNTABILITY: will endeavor to maintain accountability in the management of funds and resources. This entails making such information available to donors, partners and all concerned parties.</p>
<p>Program-Quality Competencies</p>	<p>Language Required:</p> <ul style="list-style-type: none"> • English (professional/working level) • Arabic (native/professional written and spoken) • Dinka language is added advantage
<p>Personal Skills</p>	<ul style="list-style-type: none"> • Ability to work with diverse groups of people as a member of multi-cultural teams • Ability to prioritize work, multitask and control processes. • Ability to work diligently and independently. • Ability to work in a teamwork environment and coordinate teamwork. • Ability to work under pressure with short deadlines. • Maturity and diplomacy with strong negotiation skills. • Ability to remain calm and professional in an intense situation. • Excellent interpersonal skills with a strong beneficiary/local partner-service focus. • Ability to write quality proposals and concept notes for donor/partners funding.



Qualifications	<ul style="list-style-type: none"> • Degree in education, child protection, development or related field (master's degree will be added advantage) • Strong cross-cultural skills and experience working with different ethnic/cultural backgrounds. • Demonstrated capacity to establish and maintain strong, collaborative working relationships with donors, government officials, local organizations, communities and other stakeholders. • Experience working with children and educators desired, teaching experience a plus. • Experience in fund raising especially proposals and concept notes development • Proficiency with Microsoft suite, including Word, Excel and Outlook. • Applicants must be South Sudanese nationals
Submission of application	<p>Qualified candidates who meet the above job specifications are encouraged to submit CV not exceeding Four (4) pages, cover letter of 1 page and copies of your academic documents to jobs@unkea.org. Bear in mind that many uploads shall be ignored to download, or hand drop the hard copies to UNKEA head Office in Juba Office, along 17th Avenue, Tombura Road-Kator, before closing date. The application should have the position clearly marked.</p>

