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MOL-RSS
Approved
09 DEC 2021
12.2021

Job Title: County Education Officer
Department: Education
Reports To: Education Manger

Science Teachers Initiative (STI) is a registered International Non-Government Organization (INGO) with aims and goals to improving the quality of education in Africa and to promoting the use of scientific knowledge, innovation, and research in solving socio-economic challenges through, developing practical reading/learning materials, promoting numeracy and literacy, retooling teachers in practical science teaching through provision of science kits and mini laboratory for primary and secondary education and increasing access to inclusive quality basic education and education in emergencies, provision of quality inclusive Pre-primary education. STI works closely in partnership with the Ministry of General Education and Instruction, and the National Curriculum Development Centre (NCDC) to improve the quality of education

POSITION IN THE ORGANIZATION

County Education Officers (Juba, Bor, Wau, Warap, Rank, Malakal, Maban, Aweil, Duk, Pibor, Abyei)

ESSENTIAL TASKS AND RESPONSIBILITIES

Key Result #1 –

- Ensure all the ECD center (pre-primary education) are of high quality and that they are providing holistic development of children according to ECD curriculum and guidance for South Sudan.
- Local authority, Community and family awareness on importance of Pre-primary education and ensure their engagement in prioritizing Pre-primary education.
- Engage the local authority, religious leaders and communities to ensure that all children regardless of gender or disabilities ages 3-5 are send to pre-primary school, drop out and primary school aged are all send to school and parents are fully engaged in education of their children.
- Form strong relationship with CED, Inspectors and PEOs, and support CED in developing and maintaining clear vision of the best focus and timing of support to education managers, inspectors, school based management bodies and teachers to ensure school improvement
- Build capacity of CED, PEOs in: curriculum interpretation and implementation, and how to use the hands on practical approach, ECD literacy and numeracy kits, integrated science kits (Mini laboratory), teaching and learning aid, laboratory Instructional manual for senior 1-4 for chemistry, biology, physic and chemistry and students practical hands book so that there is continues capacity building and mentoring of the teachers within their locality and effective monitoring and evaluation.
- Facilitate identification of mentors at school level; provide skill based training to equip them to help teachers improve their teaching skills;
- Build the capacity of head teachers for school quality improvement; Implement training and school based support mechanism for primary and pre-primary teachers; Build capacity of stakeholders in hands on practical teachings and learner centered methodologies, school development planning for pre-primary and primary education with focus of school improvement; family and community engagement, Facilitate head teacher and teacher training in hands on practical approach and learner centered methodologies and how to use the ECD literacy and Numeracy kits and Integrated Science Kits (mini laboratory)

Key Result #2 –

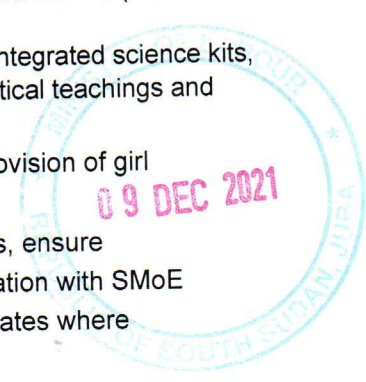
- Distribution of ECD literacy and numeracy kits, teaching and learning aids, integrated science kits (mini laboratory) to schools and records are kept up to date.
- Ensure TTI has a room that is fully equipped with ECD literacy kits and numeracy kits, integrated science kits, teaching and learning aids and TOT are trained on how to use them and hands on practical teachings and learner centered methodologies.
- Support community mobilization and advocacy for quality improvement in schools; provision of girl friendly learning environment
- Support and provide input to state monthly coordination meetings, generate synergies, ensure lessons learning between the programmes, and disseminate best practice; in cooperation with SMoE agree the best support modality to the state-level monthly coordination meetings in states where partners are not doing this
- Prepare an inventory of the schools that have functional PTAs/SMC/BoG and schools that still need to establish a PTA/SMC/BoG; give and monitor support to PTA/SMC/BoG;
- Promote the formation of PTAs/SMCs where these do not exist or are not functioning; provide knowledge and skills to selected members to equip them to undertake their functions effectively, including the promotion of better environments for girls and more effective learning
- Support development, promote effective use of available teaching and learning materials, including textbooks, at the classroom level;
- Promote the development and use of low cost or no cost learning materials; age appropriate supplementary reading and study materials; and teaching and learning materials for the classroom;
- Support County Department in establishing capacity development programmes for effective and supportive supervision;

Key Result #3 –

- Work with community to set up community based ECD centers in areas where there is high population of youngest children and school is far away from the community,
- Identify the Pre-primary teachers and care givers within the communities and built their capacity on how to management and administration of the ECD Centers, how to use ECD literacy and numeracy kits and intergrated science kits
- Promote competition and other approaches to encourage innovative ways of improvement of pre-primary, primary and secondary school and learning environment (for example school awards; teacher awards; competition for local authors of supplementary reading materials; competition for young authors; school debates; cross school competitions and other forms of encouraging learning achievement);
- Conduct situational analysis and strengthen data base on donor supported education programs and implementers at the state level; build capacity of stakeholders in making effective use of the network of the resources of NGOs and International Organizations working in the State;
- Conduct situational analysis and strengthen data base on monitoring systems, inspection and supportive supervision at the state level;

Key Result #4 –

- Report on quarterly and monthly using prescribed formats;
- Support relevant stakeholders in prompt and effective dissemination of information, administrative and policy developments at the County and Payam level; Support data collection and measurement of programme inputs, outcome and impact
- Monitor the attendance, drop out and retention of girl child in Schools



Key Result #5- Security Responsibilities.

- Compile and report any security incident to your supervisor within 24 hours.
- Maintain safety and security measures at any time.
- Do not misuse the organization equipment's like computers sat light phone, e-mails, moto vehicles for personal activities that could endanger you or the Organization

COMPETENCIES

- **Innovation:** Develops new, better or significantly different ideas, methods, solutions or initiatives within your role that result in improvement of Science Teachers Initiative's performance and meeting objectives, results and global commitments.
- **Accountability:** Holds self and others accountable for all work activities, research and personal actions and decisions; follows through on commitments and focuses on those activities that have the greatest impact on meeting measurable high-quality results for Science Teachers Initiative's success. Exercise ethical practices, respectful words and behaviors and equitable treatment of others in all activities.
- **Service Excellence:** Knowledge of and ability to put into action customer service concepts, processes and techniques to access internal and/or external client needs and expectations and meet or exceed those needs and expectations through providing excellent service directly or indirectly
- **Effective Communication (Oral and Written):** Understands effective communication concepts, tools and techniques; ability to effectively transmit, explain complex technical concepts in simple, clear language appropriate to the audience; and receive, and accurately interpret ideas, information, and needs through the application of appropriate communication behaviors.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed upon strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary.
- **Interpersonal Relationships:** Knowledge of and the ability to effectively interact within and across Divisions, Departments/Country Offices in a constructive and collaborative manner

QUALIFICATION AND EXPERIENCE

- Diploma or Degree in Education with minimum of 7 years relevant field experience,
- At 7 years' experience in the education , ECD, and EiE –
- Demonstrated knowledge of capacity building including and mentoring , pre-primary education, and working in conflict-affected environments
- Excellent interpersonal skills and demonstrated ability to lead and work effectively in diverse team situations
- Demonstrated ability to work in complex, politically charged, unstable environments, and work across different cultures
- Excellent oral and written communication skill
- Ability to work under pressure, independently and with limited supervision
- Transparent, patient, adaptable, and able to work with little infrastructure which includes transport limitations; and culturally sensitive.

Qualified South Sudanese, including South Sudan National from diaspora are encouraged to apply for this position. Female are strongly encouraged to apply.

LANGUAGE SKILLS

Proficiency in spoken and written English,

Arabic and the knowledge of the county's local language is added advantage.



How to apply:

Interested and Qualified candidates should submit Cover Letter indicating their suitability for the position, CV, copies of academic documents and any other relevant documents, 4 professional References (three of which must be current or former direct supervisors) with details of their daytime Telephone contacts and email addresses: recruitment@scienceteachersinitiative.org not later than December 30th, 2021

We are an equal opportunity employer and Female Candidates are strongly encouraged to apply. Only short-listed candidates will be notified including the date of formal interview and the application documents are non-refundable.

ACKNOWLEDGEMENT OF RECEIPT

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

