



EPISCOPAL CHURCH OF SOUTH SUDAN

DIOCESE OF KAJO KEJI

OFFICE OF HUMAN RESOURCE MANAGER

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15th November 2021

JOB ADVERTISEMENT

BACKGROUND

The Episcopal Church of South Sudan (ECSS), Diocese of Kajo-Keji (DKK) was established in 1986 and is one of the Anglican Dioceses of the Episcopal Church of South Sudan. DKK implements her programs in a holistic and integral ministry approach bringing together the Spiritual, physical and the psychosocial aspects of human development. DKK has been involved in interventions that cover Livelihoods, Education, emergency response, spiritual nurture and Psychosocial/Trauma counseling among the refugee and host communities in and around Palorinya, Obongi and Adjumani Refugee settlements in Northern Uganda, Kajo-Keji communities and the internally Displaced Camps in Kajo-Keji.

The management of Episcopal Church of South Sudan, Diocese of Kajo-Keji seeks to recruit a suitably qualified and experienced persons for the following positions.

POSITION 1	Education Coordinator (EC)
NUMBER OF POSTS	1 (one)
JOB LOCATION:	He/she will be located to work in Kajo-Keji County, Central Equatoria State (Republic of South Sudan) with some official trips to Obongi District (Northern Uganda) to oversee the DKK Education programs in the Refugee settlements.
REPORTS TO	The Education Coordinator will report to the Deputy Director for Programs (DDP).
DEPARTMENT	Faith Development and Relief Agency (FADRA)
JOB PURPOSE	The Education Coordinator is responsible for the design, implementation and management of Education Program for DKK. She/he will play a critical role in increasing the capacity of local staff to support teacher training, tutoring, livelihoods activities for the diocesan schools, and monitoring of education projects.
KEY RESPONSIBILITIES.	<ol style="list-style-type: none">1. Contribute to the strategic vision, planning and quality implementation of the FADRA/DKK Education program;2. Manage, monitor and evaluate implementation of the different Education project components, with support from the M&E officer.3. Coordinate, cooperate and communicate with the Head teachers in the diocesan schools to ensure synergy with the Education policies of the country and District(s)

	<ol style="list-style-type: none"> 4. Day-to-day management and supervision of a team of local education project staff, including taking part in the recruitment of teachers, staff evaluation, and on-the-job orientation and training of other education staff. 5. Responsible for program budget management and project expenditures and putting in place proper accountability systems to ensure efficient project spending. 6. Train and build the capacity of education program staff, head teachers of primary/secondary schools & the heads of the vocational institutions/centres in general management and in project-related to education, vocational and life skill curricular. 7. Coordinate and liaise with local, national and international education authorities, NGOs, private sector actors and other partners on all education program activities. 8. Contribute in the rehabilitation of Education and vocational skill programmes in the areas of operation as needed. 9. Write regular reports on the implementation of project activities for both internal and external use. 10. Actively participate in all school functions and activities, including national Exams, marketing events, and field trips (traveling as requested); 11. Ensure all project working documents are submitted on time (Annual Work Plan, budget revisions, Performance Monitoring Plan revisions, etc.) 12. Develop, organize and implement pastoral and Church teachers training in DKK 13. Develop and organize the production of important diocesan literatures and policies 14. Conduct other tasks relevant to fulfilling the objective of the Diocesan education programs (Quality Education with Christian Value). 15. The Education Coordinator will work collaboratively with the FADRA management team, and other DKK technical Conduct timely appraisals with the Head teachers and other relevant staff.
MINIMUM QUALIFICATIONS AND EXPERIENCES	<ol style="list-style-type: none"> 1. Teaching credential, or Bachelor's degree in Education from a recognized learning institution is a must. Post Graduate Diploma in Education Management and Planning may be an added advantage. 2. At least two years of experience working in a leadership position at an educational institution. Experience as an examiner, supervisor or such similar roles are also preferred. 3. Demonstrate an understanding, patient, and receptive attitude toward students of varied age groups, including adults in small as well as large group activities. 4. Clear background knowledge of an Anglican Setting (ECSS) is

	<p>preferred. Born Again Christian will be given particular attention.</p> <ol style="list-style-type: none"> 5. Ability to work independently with minimal supervision and demonstrate flexibility. 6. Knowledge of South Sudan Education System with specific reference to the local Context is required. 7. Ability to handle a variety of complex issues in various diocesan own schools. 8. Ability to make independent decisions and respond to immediate needs of students, emergency situations, and program needs. 9. Ability to work outside the office (regular visit to field locations) regardless of weather conditions and other social arising issues. 10. Regular, reliable and punctual attendance is essential as we aim to promote value for our meagre resources, promote productivity and quality continuity of our projects. 11. Ability to interact successfully with supervisor(s), teachers, parents and students/Learners.
SKILLS	<ol style="list-style-type: none"> 1. Communicate effectively in English language, in both oral and written forms. 2. Understand and carry out oral and written instructions in an independent manner. 3. Understand and apply relevant personnel policies, laws, rules, and regulations. 4. Computer experience is required and willingness to learn new aspects is highly desired. 5. Knowledge of motorbike riding is an added advantage.

POSITION 2	Radio Station Manager (RSM)
NUMBER OF POSTS	1 (one)
JOB LOCATION:	He/she will be located to work in Kajo-Keji County, Central Equatoria state (Republic of South Sudan).
REPORTS TO	Deputy Director for Programs (DDP)
DEPARTMENT	Faith Development and Relief Agency (FADRA)
JOB PURPOSE	The station manager is to coordinate and manage administrative and operational activities, offering the support necessary to deliver the station's radio programment. Participate in dynamic evaluation of operational

	processes to ensure compliance and adherence to the station's mission of "reaching out to all" as in line with the diocesan Overall Goal.
KEY RESPONSIBILITIES.	<ol style="list-style-type: none"> 1. Contribute to the strategic vision, planning and quality implementation of the FADRA/DKK broadcasting program; 2. Adhering to broadcast standards and complying with the national and Central Equatoria state laws and regulations 3. Maintaining accurate records, regularly preparing and communicating reports to the FADRA Director through the Deputy Director for Programs 4. Managing day-to-day operations, including station inventory and supplies, safety and security, and space allocation/utilization 5. Actively participating in defining short and long-term goals, policies, and procedures; monitoring all activity to identify necessary changes for improving the standard of Hope FM 6. Maintaining a diverse staff, adhering to the station's mission; delivering assignments; taking a leading in recruiting volunteers, scheduling, and training staff/presenters; resolving employee concerns from within 7. Coordinating community volunteer program (as Kajo-Keji is at a return time) 8. Providing technical support or information for the diocesan senior management through regular updates
MINIMUM QUALIFICATIONS AND EXPERIENCES	<ol style="list-style-type: none"> i. Bachelor Degree or post graduate diploma in Mass Communication or its equivalent from a recognised institution ii. Ability to work independently with minimal supervision and demonstrate flexibility. iii. Broadcast sales, sales management, and mentoring experience, with a proven track record of success in the radio industry iv. Knowledge of National Communication Authority and other National, state, and local broadcasting regulations v. Experience with inventory management, promotions, and collections vi. Highly developed managerial/leadership skills, including training, coaching, delegating, and motivating staff vii. Passionate and goal-oriented, particularly toward sales, sales training and education, and client relations viii. Knowledge of on-air and remote broadcasting processes, public radio principles, procedures, operations, and standards ix. Knowledge of fiscal management principles; ability to define short- and long-term goals and develop/manage strategies x. Clear background knowledge of an Anglican Setting (ECSS), and Born Again Christian are more preferred
SKILLS	<ol style="list-style-type: none"> 1. Communicate effectively in English language, and most preferred in both oral and written forms of South Sudanese Arabic, and Bari. 2. Understand and carry out oral and written instructions in an independent manner. 3. Understand and apply relevant personnel policies, laws, rules, and

	<p>regulations.</p> <ol style="list-style-type: none"> 4. Facility management experience 5. Demonstrate an understanding, patient, and receptive attitude toward people from different age groups, including adults in small as well as large group activities. 6. Ability to operate radio station equipment with Knowledge of current radio trends 7. A wider knowledge of voice recording and editing and production of programs.
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MODE OF APPLICATION.

Job application forms can be collected from DKK offices in Kajo-Keji and Moyo. Copies of academic documents, testimonials and recommendation letters from your previous employer(s) and pastor together with the filled application form should be addressed to:

The Human Resource Officer.
Diocese of Kajokeji
Episcopal Church of South Sudan
P.O.Box: 183,
Moyo – Uganda

And be delivered in a sealed envelopes clearly marked “**EC**” for Education Coordinator , “**RSM**” for Radio Station manager to any of the following locations:

- a) In Moyo District (Uganda) – Kajo-Keji Diocesan office located in Edua Village, along 7 Pump Road. Moyo Town Council (Behind Zawadi Bus Terminal),
- b) In Kajo-Keji (South Sudan) – Diocesan office in Romogi Boma (6 Kms along) Kajo-Keji – Juba Road, not later than Monday, 11th December 2021.
- c) Or e-mail a scanned copies to: tabanisrael@gmail.com and copy monitoring.dkk@gmail.com, ictdkk@gmail.com

All applicants should note that; only **short listed** applicants will be contacted for interviews and any application not considered will not be returned.