

Forward

Within the last decade, the South Sudan education system has taken significant steps in improving enrolment and retention through discharging its legal mandate of free and compulsory education of quality for all. This has been done through the implementation of social interventions in areas of policies, standards and implementation mechanisms. As a Ministry, we have also recognized that although the Republic of South Sudan became a full member of the International Community after gaining Independence in 2011, it is yet bound by all charters and protocols pertaining to child rights to life, protection and to acquiring learning of high quality.

Among the many charters pertaining to education, Dakar framework of action (2000) which commits every member country to achieve the target of quality education for all by 2015 is our driving force. Although as a young nation, which is still below achieving 50% of this target in 2015, we are ardently committed to re-strategize in order to achieve targets in a possible nearest time. This is an exercise of reviewing the Ministry structures and working out clear functions and duties for the whole education systems from School, Payam, up to State and the National levels.

This exercise was prompted by the following activities

1. Upon our appointment to lead the Ministry together with my Deputy, Comrade Bol Makueng Yuol, we embarked in reviewing of all the available policies, reports and other relevant documents on general education.
2. We widely consulted States Ministries of Education, Science and Technology to jointly review all the structures and harmonize the policies of the education in South Sudan.
3. We took a tour to visit schools throughout South Sudan and compiled a report which informed the current exercise.

The implementation of this new structures and functions will accelerate the implementation of the National Policy on Education, the New Transformation Agenda2 015-2025 and the Strategic Plan for Education in South Sudan.

These structures, policies and duties will assist us to recruit quality staff during the next few years to carry out the transformation process in education. Our ultimate objective is to achieve quality education in South Sudan by 2025. This falls within the broader context of reviewing all the institutional, organizational and human capacities of the sector in general as a result of a pertinent and holistic exercise driven by our zeal to expedite Education For All (EFA) attainment within a limited time.

These new structures are now ready to implemented across the education system in the country and the Council of Ministers have granted its final approval on Friday, 24th July 2015 through the Council Resolution No. 145/2015. In consultation with the Ministry of Labour, Public Service and Human Resource Development the relevant Education authorities are therefore requested to implement this policy and keep constant contact with the National Education authorities in the event of any difficulties they may encounter.

Wish you all the best.



Dr. John GaiYoh
Minister.

Acknowledgment

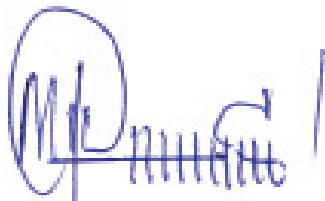
The arduous exercises of assessing the institutional and organizational capacity of the Ministry have culminated into structuring of the Ministry with clear and measurable job specifications. The aim is that the institutions and organizational structures are aligned to there all needs on the ground and are tailored made to accelerate delivery of the desired education services. The structures augur the national policy of decentralization in which the National Ministry is for policy making and State Ministries for implementation.

The structures are also designed to encompass all areas in learning which reinforce academic competencies in classroom and work competencies outside classroom. New programmes such as research, education grants (an initiative to free education), ICT in classroom and occupational standards are incorporated in addition to upgrading departments such as teacher training, curriculum development and national languages. It is therefore my wish to thanks those Staff who have worked tirelessly to realize this noble task; more particularly all the Directors General with their designated Staff.

My special thanks go to the Directorate of Planning and Budgeting for spreading the process and further its small team's meticulous panel beating of this document.

To all Staff occupying positions identified in this structures, it is a golden chance now that you have a document guiding your day to day activities. I strongly believe that this document will greatly contribute to improving your performances in the areas of discharging your duties as well as measuring results.

Thank you all.



Michael Lopuke Lotyam
Undersecretary,
Ministry of Education, Science and Technology

Acronym / Abbreviations

AD	: Assistant Director
Adm.	: Administration
AES	: Alternative Education System
A/S	: Assistant Secretary
A/S/SP	: Assistance Secretary School Program
A/S/P&P	: Assistance Secretary Post School Programs
A/S/RM&E	: Assistance Secretary Research Mobilization & Evaluation
ASSP&AP	: Assistance Secretary Publication and Material Production
A/S/ER&P	: Assistance Secretary External Relations and Partners
CA	: Controller of Accounts
CECs	: County Education Centers
Dev't	: Development
D	: Deputy
DG	: Director General
D/D	: Deputy Director
D/S	: Deputy Secretary
ECD	: Early Childhood Development
Educ.	: Education
G	: Grade
HRM	: Human Resource Management
HRM	: Human Resource Manager
ICT	: Information Communication System
INSPT/ECD	: Inspector for Early Childhood Development
INSPT/PR	: Inspector Primary
INSPT/SEC	: Inspector Secondary.

INSPT/CCI	: Inspector Cros- Cutting
INSPT/TEC. EDU	: Inspector Technical Education
INSPT/TVET	: Inspector Technical Vocational & Education Training
INSPT/ AES	: Inspector Alternative Education
INSPT/ R	: Inspector for Research
INSPT/ P &D	: Inspector for Resource mobilization & Development
INSPT/ ICT	: Inspector for Information Communication Technology
INSPT/ RMD	: Inspector
INSPT/ P.R	: Inspector Public Relations
L1	: Surmic Languages plus Eastern Nilotic A&B
L2	: Western Nilotic A1
L3	: Western Nilotic A2 &B,
L4	: Central Sudanic Eastern and Western
L5	: Atlantic Niger Congo Families
Lo	: Language Officer
LWCs	: Languages of wider communications
Maths	: Mathematics
Mgt	: Management
PA	: Policy Analysis
Pri.Sch	: Primary School
Prin. Librarian & RC	: Prin. Librarian & Resource Center
PRO	: Public Relations Officer
Prog.	: Programme
QASO	: Quality Assurance Standards Officer
R&T	: Research and Training
R&T	: Research and Training

I	:	Inspector
SEC	:	Secondary
Sec. Sch	:	Secondary School
Sci	:	Science
Serv.	:	Services
SOTT	:	Senior Officer for Teacher Training
S.QASO	:	Senior Quality Assurance Standards Officer
SI/AES	:	Senior Inspector Alternative Education System
S/I CCI	:	Senior Inspector cross-Cutting Issues
SICS	:	Senior Inspector for Curriculum Support
SI/CSMP & D	:	Senior Inspector Teacher Education Development
SI/ECD	:	Senior Inspector Early Child Hood Développement
SI/PRI	:	Senior Inspector Primary
SI/SEC	:	Senior Inspector for Secondary
SI/ TEAC.EDU	:	Senior Inspector Teacher Education
SI/TVET	:	Senior Inspector Technical& Education Training
SI/R	:	Senior Inspector for Research
SO	:	Senior Officer
Std	:	Standard
STTM	:	Secretariat of Teachers' Service, Training and Management
TED	:	Teacher Education and Development
TTIs	:	Teacher Training Institutes
TM	:	Teachers Management
TS	:	Teachers Service
TVET	:	Technical and Vocational Education and Training

TABLE OF CONTENT

Forward	Page 1
Acknowledgement	Page 2
Acronym	Page 3-6
CHAPTER ONE:	
Sector Mandate	Page 7
CHAPTER TWO:	
Proposed National Organogram of MOEST	Page 11
CHAPTER THREE:	
Directorate of Planning & Budgeting	Page 14
CHAPTER FOUR:	
Directorate of Administration & Finance	Page 42
CHAPTER FIVE:	
Directorate of Technical, Vocational Education & Training	Page 57
CHAPTER SIX:	
Directorate of Quality Assurance & Standards.....	Page 69
CHAPTER SEVEN:	
Directorate of Alternative Education System	Page 100
CHAPTER EIGHT:	
Directorate of Gender & Inclusive Education.....	Page 123
CHAPTER NINE :	
Directorate of Basic & Secondary Education	Page 145
CHAPTER TEN :	
National Secretariat of Examinations	Page 175
CHAPTER ELEVEN :	
National Curriculum Development Center	Page 190
CHAPTER TWEELEVE :	
National & Foreign Languages Centre	Page 209
CHAPTER THIRTEEN :	
Teacher Development & Management Services	Page 217
CHAPTER FOURTEEN :	
Structure of State Ministry of Education	Page 236
CHAPTER FIFTEEN :	
Structure of County Education Office	Page 281
CHAPTER SIXTEEN :	
Structure of Payam Education Office	Page 286
CHAPTER SEVENTEEN :	
Structure of NTTI, VTC, CEC, Secondary & Primary Schools	Page 289

CHAPTER ONE

The Sector Mandate

The mandate of the Education sector is to deliver free and compulsory quality education to all children of South Sudan. To realize this task the Directorates and Department are constituted to carry out day to day tasks under the guidance and directives from the Minister, his Deputy and the Undersecretary. The Ministry has seven Directorates and Four Secretariats along with various activities as indicated thereafter:

Rationale for Restructuring

The National Ministry of Education Science & Technology shall exercise and carry out the following roles and functions:

- i. Plan educational provision and set standards for public and private schools;(i.e. *policy and quality assurance*)
- ii. Organize and create directorates, departments, and units in conformity with the roles and functions in sub-section (i) above. (i.e. *Administration & Management both at national & state levels*)
- iii. Administration and financial management of the ministry
- iv. Planning and budgeting;
- v. Carry out Curriculum development, publication and provision of advice on teaching materials;
- vi. Develop policies and set national standards for teacher recruitment, training and deployment;
- vii. Make regulations for and inspect private schools;
- viii. Develop policies for, and regulate educational Assessment in schools and other General Education Institutions.
- ix. Develop national common standards for inspection and maintenance of standards in schools;(Quality assurance)
- x. Coordinate education programmes with the State Ministries of Education;(i.e. *Administration & quality assurance*)
- xi. Delegate some roles and responsibilities to the State Ministries of education.
- xii. Appoint an advisory committee to assist in policymaking, planning, implementation or evaluation of educational programmes, if it deems it appropriate.
- xiii. Provide training for teachers of national secondary schools and national teacher training institutions, which are managed by the Ministry.(Implementation)
- xiv. Conduct educational research to determine the quality of education system in South Sudan and use the results of such a research findings for planning purposes.
- xv. Exercise any function that may be delegated to it by Law;

The roles of Ministry of Education:

1. Policies Formulation
2. Planning & budgeting to achieve implementation of the Policies
3. Quality Promotion and Innovations
4. Quality Assurance
5. Educational Policy implementation,
6. Educational monitoring and evaluation

National MoEST Roles:

1. Policies Formulation
2. Planning & budgeting to achieve implementation of the Policies
3. Coordination of National Administration & Management
4. Quality Promotion and Innovations
5. Quality Assurance
6. National Educational monitoring and evaluation

State MoEST Roles:

- Planning & Budgeting to achieve implementation of the Policies
- Coordination of State Education Administration & Management
- Quality Assurance
- Educational Policy implementation at state level,
- State Educational Monitoring and Evaluation
- Administration & Management

Directorates, Secretariat and Centers to carryout the roles at National level

a. Secretariat and Centers

i. National Curriculum Development Centre

Role: Quality Promotion & Innovations

ii. National Examination Secretariat

*Role: Quality Assurance - Assessment & Certification role
-Regulate Educational Assessment*

iii. National and Foreign Languages Centre

Roles: Quality Promotions & Assurance – Languages & culture

iv. Teacher Development and Management Services

Roles: *Quality Assurance - Employment, Management, - discipline, promotions, dismissal, retirement & pensioning of teaching cadre.*

MoEST Directorates

1) Directorate of Administration & Finance

- Finance Management
- General Administration & Management (*including coordinating education programmes with the State Ministries of Education*)

2) Directorate of Planning & Budgeting

- Policies Formulation
- Planning & budgeting to achieve implementation of the Policies
- National Data collection, coordination and dissemination
- National Educational Research (*Conduct educational research to determine the quality of education system*)
- National Educational Monitoring and Evaluation

3) Directorate of Quality Assurance

Quality Assurance;

- Inspection (*Diagnostic and punitive*)
- Supervisory (*Formative*)
- Advisory (*Formative*)

4) Directorate of Primary and Basic Education:

- Management and Supervision of General Education to improve quality Education
- Planning

5) Directorate of Gender and Inclusive Education :

- Promoting gender and inclusive education programme.

6) Directorate of TVET:

- Planing Technical and vocational Education Programmes.

7) Directorate of AES:

- Reduce illiteracy rates by promoting implementable Educational Programmes.

State MoEST Directorate

State Directorate of Education, Science & Technology

The functions are as already stated above. The suggested departments include:

1) Department of Basic & Secondary Education

- Unit of Early Childhood Development
- Unit of Primary Education
- Unit of Secondary Education

2) Department of Planning, Budgeting & Statistics

- Unit of Technical & Technology Education
- Unit of Academic Education
- Unit of Research, Development and Production

3) Department of Administration & Finance

- Unit of Accounts
- Unit of Logistics
- Unit of Procurement

4) Department of Quality Assurance

- Unit of Basic Education
- Unit of Secondary Education
- Unit of TVET
- Unit of Teacher Education & Training

5) Department of Gender & inclusive Education.

- Unit of Special needs Education
- Unit of Child Protection & Psychosocial Education
- Unit of Civic and Peace Education
- Unit of Life skills Education (Landmines, Environmental, Nutrition & HIV/AIDS)

6) Department of Alternative Education Systems :

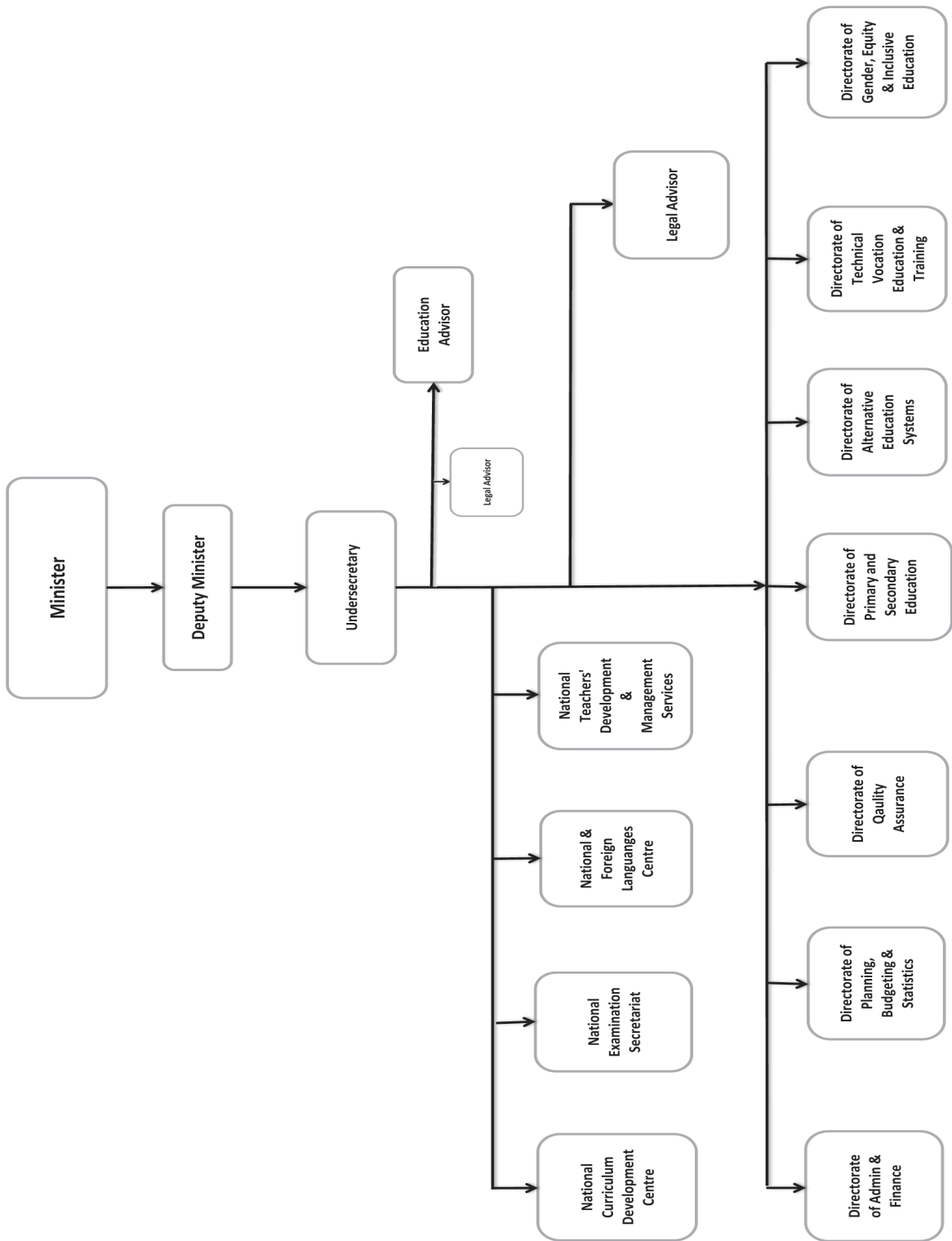
- Basic Adult Literacy Programme, Functional Adult Literacy and Lifelong Learning.
- Accelerated Learning Programme.
- Intensive English course and South Sudan Interactive Radio Instructions.

7) Department of TVET :

- Technical Education
- Vocational Education
- Micro & Small Scale Enterprises Development

CHAPTER TWO

STRUCTURE OF MINISTRY OF EDUCATION, SCIENCE & TECHNOLOGY



MANDATE OF THE MINISTRY OF EDUCATION, SCIENCE & TECHNOLOGY

The Constitution of the Republic of South Sudan has clearly spelt out that basic education must be free and compulsory to all children of this country. It is therefore the mandate of the Education sector to ensure translation of this enactment into actual deeds. The Ministry is also mandated to develop appropriate policies and strategies for guaranteeing this noble task and to ensure that other related roles such as the oversight and equity issues are dealt with properly. These tasks are to be delivered by the Ministry’s seven Directorates, one Secretariat, two centers and a Teacher Development and management service and their respective Departments through the stewardship of the Hon Minister, his Deputy and the Undersecretary.

Functions of the National Minister of Education Science and Technology

- Head of the Ministry and provides policy guidance.
- Inspection and supervision of general education at all levels to ensure proper performance.
- Coordinates and administer serious feeding programmes.
- Rehabilitation of schools and other educational institutions.
- Expansion of basic education through recruitment of teachers, curriculum development and increasing number of schools and literacy programmes.
- Improve general equity through implementation of activities that increase enrolment and retention of both girls and boys in schools.
- Supervision of learner's athletics and cultural activities.

Functions and duties of Undersecretary, Ministry of Education Science and Technology

- Accounting Officer of the Ministry,
- Provides overall technical leadership and guidance in the management and operations of the Ministry,
- Primary signatory to the Bank Accounts,
- Ensures accountability and cost effective use of fiscal resources and implements Government policies,
- Prepares a detailed hand- over report in case of transfer, leave, resignation or termination,
- Custodian of all title deeds of the Ministry's properties,
- Supervises overall activities of the Ministry
- Is the Chief Accounting Officer and in that capacity approves all financial transactions for the Ministry of Education (General Education Sector) and the donors funds,
- Effects the expenditure in accordance with the approved annual budget and work plan of the Ministry,
- Officially communicates with the public and the private institutions on behalf of the Ministry
- Approves all correspondence/communications with the government institutions and partners
- Directs the incoming communication/correspondence to the appropriate directorates,
- Approves or recommends the employment, the promotions, the decisions of the Board of Discipline or pensions of classified and unclassified staff in accordance with Public Service Regulations,
- Briefs and renders weekly operational and financial reports to the Minister and the Deputy Minister,
- Submits quarterly and annual audited financial reports to the Ministry of Finance and Economic Planning,

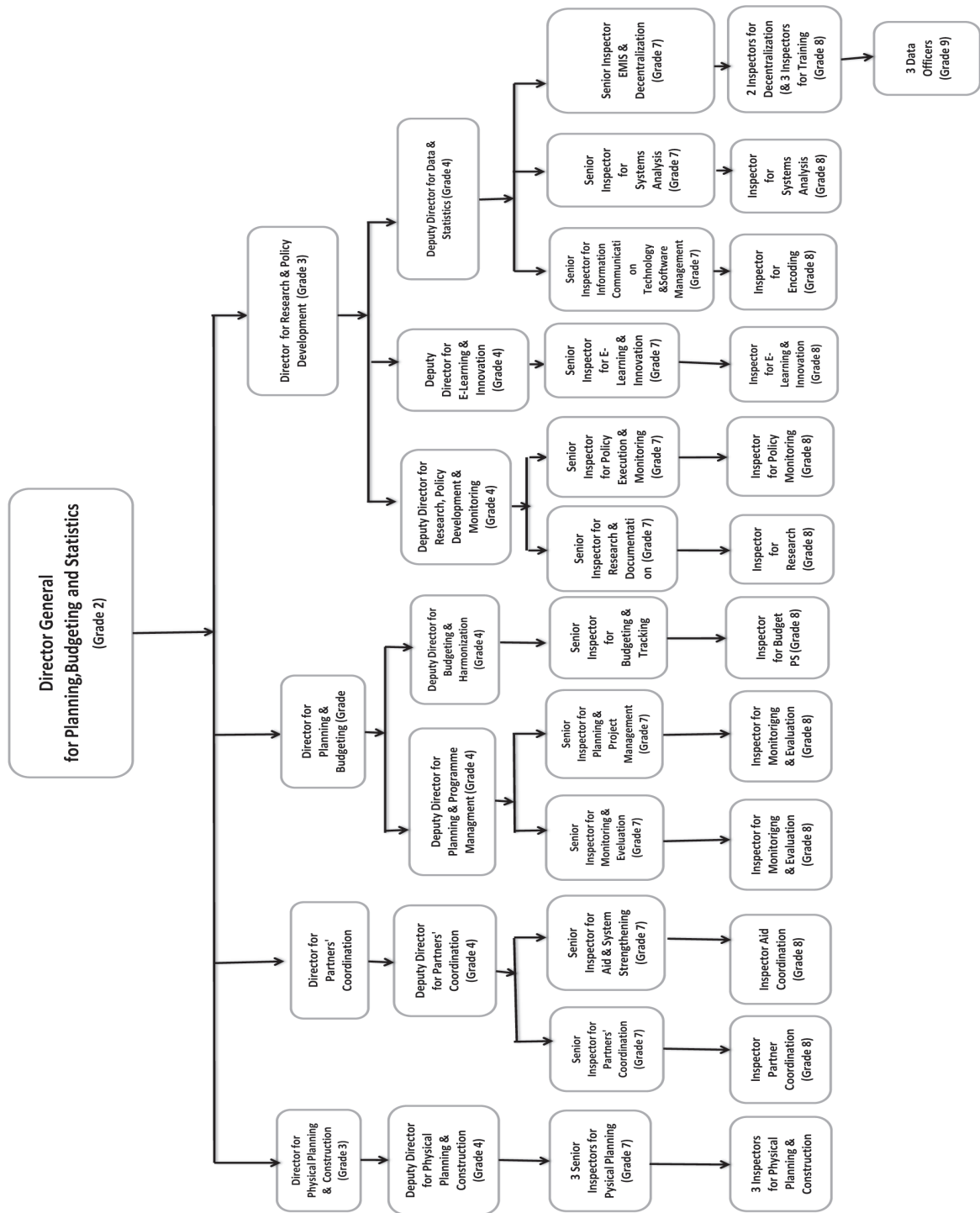
- Provides overall leadership and technical guidance in management and operation of the Ministry
- Initiates, develops, interprets and directs the implementation of policies and procedures aimed at improving efficiency and effectiveness,
- Supervises Senior Managers/Directors General on matters relating to policy and operations,
- Co-ordinates, plans and budgets for staff and operations of the Ministry Education (General Education Sector to ensure efficiency and effectiveness,
- Manages and accounts for and controls of expenditure within budgetary provisions, and ensures rational and cost effective use of the resources,
- Co-ordinates and ensures accountability of Ministerial grants to public schools
- Ensures the development, review and implementation of the Strategic Plan,
- Solicits funds to efficiently and effectively manages General Education Institutions,
- Carries out all negotiations on behalf of the Ministry of Education (General Education Sector)with local and International bodies,
- Ensures litigation cases involving the Ministry Education (General Education Sector)are handled in accordance with established procedures,
- Projects a positive image and enhances good relations with the public,
- Maintains professionalism and confidentiality at all time,
- Is the custodian of the seal, registry and documents of General Education
- Accountable to the Minister and Deputy Minister,
- Performs any other duties as assigned by the Minister and Deputy Minister.

Functions and duties of Legal advisor, Ministry of Education Science and Technology

- Liaises with Ministry of Justice on policy and on legal matters,
- Advises the Ministry in case of suspension or dismissal of a staff,
- Participates in bidding process of company in the Ministry,
- Represents the ministry in the court of law.
- Interprets the laws of South Sudan and advice the Ministry with regards to suspension or dismissal of a staff
- Maintains professionalism and confidentiality at all time
- Assists in drafting of contract of the Ministry,
- Prepares a detailed hand- over report in case of transfer, leave, resignation or termination.

CHAPTER THREE

STRUCTURE FOR DIRECTORATE OF PLANNING, BUDGETING and Statistics



Directorate of Planning & Budgeting

The Directorate of Planning and Budgeting is mandated to facilitate the effective and efficient development, implementation and review of Education Policies, Strategies, Plans, Programmes and Projects as well as coordinate Stakeholder support to the Sector. It is to be an innovative institution able to conduct research in order to determine the quality of Education System and to monitor & evaluate the progress through annual census and other related tools and to ensure effective coordination & dissemination of Education Information by the support of every appropriate technology.

The Directorate is also mandated to raise resources for education domestically, bilaterally and multilaterally. It has to foster close working relation through appropriate policies for collaboration with development partners and to the Ministry priorities of equitable access, quality issues, literacy & numeracy and management are adhered to.

b) Summary of staffing

Director General = 1

Directors = 4

Deputy Directors = 6

Senior Inspectors = 13

Inspectors = 15

Assistant Inspectors = 3

Total = 42

c) Job Description

Job title: Director General for Planning and Budgeting-Grade 2

Academic Qualification: Master Degree in related field with Post-Masters as an added advantage.

Experience: At least seven years of experience in various areas of education management including planning and analysis.

General Job-Description:

- Oversees and be accountable for the implementation of planned activities of the Directorate across South Sudan in cooperation with the State Ministries of Education, Science & Technology.
- Develops long and medium term sector strategies and other responsibilities as spelled out in the Roles and Responsibility Code Book of RSS-MoEST
- Accounts for implementation of planned activities, the productivity & performance of all Directorates
- Manages and carries out performance appraisal of staff under his/ her supervision.
- Ensures that all personnel within the Directorate have precise scopes of work and performance targets that are monitored and reported to the Undersecretary
- Reports directly to the Undersecretary

Specific roles and responsibilities:

- Coordinates the development of high level Sectoral Plan and Budget Development for the Ministry
- Oversees Policy Design Development and Analysis for GRSS/MoEST
- Coordinates and manages Departments for annual work plan development
- Coordinates resource planning and donor activities
- Oversees policy planning and analysis

- Translates education policies into programs and monitors their performances
- Archives all ministry's documents
- Facilitates the negotiations between Ministry and sources of support
- Develops sectoral policies, resource allocation strategies and Annual Work Plans
- Coordinates development of MoEST budget
- Monitors the budget execution
- Facilitates informed budget negotiations with the GRSS.

Job title: Director Planning & Budgeting-Grade 3

Academic qualification: Master degree on Education Planning or its equivalent

Experience: At least five years of experience and exposure in Educational Planning field

General Job-descriptions:

- Oversees the planned activities of the Departments for which he/she is responsible
- Accounts for implementation of the planned activities of the Department and for the productivity and performance of Department personnel
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General of the Directorate

Specific detailed roles and responsibilities:

- Initiates and/or spearheads the development of a long-term strategy for the sector
- Represents the sector in the social and service delivery sectors
- Represents the sector in all meetings and conferences related to regional or intentional fora of planning
- Spearheads translation of education policies into programs and monitors their performances
- Assists on the translation of education programmes into manageable projects or activities
- Makes all organizational and technical preparations for implementing the activities of the annual planning cycle
- Develops and distributes guidelines for conducting activities of the annual planning cycle
- Develops, maintains and distributes all technical systems such as computer programs, formats etc. necessary for planning at all levels of governance of the education system
- Communicates the national educational priorities and goals to all stakeholders
- Develops and implements appropriate training at all levels of the education system to strengthen planning

- Assists on States' Plans and Policies with respect to States' peculiarity and priority rating
- Develops and executes strong M&E system
- Advises on critical remedial priorities and resource allocation strategies particularly during emergency situation
- Develops, disseminates and tracks performance of annual Work Plans
- Represents the Ministry of Education in negotiations with donors
- Ensures that aid is harmonized
- Identifies and discusses possible sources of outside funding with program personnel
- Acts as secretary to the budget sector Working Group
- Undertakes budget analysis for the education sector
- Tracks reports on budget performances
- Represents the Ministry of Education, as appropriate in budget negotiations
- Realigns projected education financial demands in terms of constant prices
- Reviews budgets for consistency with Annual Plans
- Develops, collects, collates and maintains the unit costs to improve allocation of resources and preparation of budgets
- Confers with representatives of the Ministry of Finance agencies to establish mechanisms for receiving and expending grants revenue

Job Title: Deputy Director for Budgeting & Harmonization

Academic Qualifications: At least a Bachelor Degree in economics with additional courses in budgeting, with Masters in Economics as an added advantage

Experience: At least three years of experience and exposure in similar activities

General job-descriptions:

- Assists the Department Director according to prescribed and approved scopes of work
- May stand in for the Director during her/his absence
- Reports directly to the Director of Planning & Budgeting

Specific detailed roles & responsibilities:

- Coordinates/manages department for Annual Budget and Strategic Planning
- Elicits budget requests from departmental administrators, explains procedures to be followed in developing budget requests and provides current cost data for inclusion in requests
- Advises on reporting requirements, levels of funding, procedures for reimbursement and schedules of eligible costs

- Develops and distributes the necessary budget formats for the Annual Budget preparation
- Reviews the budgets for consistency with Annual Plans
- Develops long-range financial forecasts for the Education Sector
- Undertakes budget analysis for the Education Sector
- Develops, collects and maintains the unit costs to improve allocation of resources and the preparation of budgets
- Facilitates informed budget negotiations with the RSS.
- Collects the budgets from the department or other levels of the government and to consolidate the budget as may be necessary
- Represents the Ministry of Education, as appropriate in budget negotiations
- Prepares estimates on the amount of revenue to be generated by programs
- Prepares monthly, quarterly and annual report on budget execution
- Meets with departmental administrators to discuss budget proposals and to establish the priority of different requests;
- Elicits the priority for each project and proposed implementation schedules from departmental administrator
- Supervises and participates in the review of budget requests for accuracy, completeness and conformance to budget
- Ensures that the budget tallies with the guidelines set
- Tracks budget execution
- Collaborates with inter fiscal relation on state transfer

Job Title: D/Director for Planning & Programme Management

Required Qualifications: At least a Bachelor on Educational Planning and Management with courses on Project Management

Experience: At least three years of field experience and exposure related field

General job-descriptions:

- Assists the Department Director according to prescribed and approved scopes of work
- May stand in for the Director during her/his absence
- Reports directly to the Department Director

Specific detailed roles & responsibilities:

- Translates Education Programmes into manageable projects/activities and monitoring their performances

- Reviews educational priorities annually and advises accordingly
- Participates actively on the development on mega plans nationally or sector widely
- Participates actively on the review or development of short and long term plans
- Evaluates the operational efficiency of requested programs to ensure that all programs needs have been included
- Recommends changes in program requests to assure program success
- Prepares Sector annual Work Plan and ensuring coordination among the different departments of the Sector for the planning process
- Coordinates with the Development Partners Unit to implement and manage approved education programs
- Monitors activities/programs implemented by different departments
- Analyses the outcomes of education programs/projects based on information collected
- Develops an Annual Plan for monitoring, evaluation and research
- Recommends modalities for conducting monitoring, evaluation and research.
- Develops tools and instruments for monitoring the implementation of planned activities
- Compiles information from all levels of the Education System and prepare periodic reports
- Disseminates results of the monitoring, evaluation and research
- Reviews the planning documents produced at various levels of governance for technical quality and ensure the necessary linkages with national development goals and sector priorities
- Appraisal of project
- Collaborates with Development Partners on project implementations.

Job Title: Senior Inspector for Budgeting & Budget Tracking-G7

Qualifications: At least a Diploma on Education Planning and Management with Bachelor on the same field as an advantage

Experience: At least five years of experience and exposure on programmes related to budgeting

General job-descriptions:

- Assists the Department Deputy Director according to prescribed and approved scopes of work
- May stand in for the Deputy Director during her/his absence
- Reports directly to the Deputy Director

Specific detailed roles & responsibilities:

- Gets guidelines and instruction

- Attends budget planning and preparation training
- Attends budget review hearings
- Coordinates budgeting process within the Directorates and Directorates with Development Partners
- Prepares capital budget request sheets by distributing cost data provided by architects and engineers according to established procedures and performs related work as required
- Participates in determining the strategies to be employed in programme budgeting and execution
- Acts as a Secretary for Technical Budget Sector Committee.
- Distributes the necessary budget formats for the Annual Budget preparation.
- Assists on the development of long-range financial forecasts for the education sector
- Collects the budgets from the departments or other levels of the government and consolidates it as may be necessary
- Reviews and assists on the realignment in order to tally with the BPS format
- Realigns the budget with the budget ceiling and priorities allocation
- Realigns Development Partners' support, States', Local Governments' and communities' contributions in order to form the basis of fiscal year budget for education
- Defends education budget in the vetting institutions as directed

Job Title: Inspector for BPS – G8

Qualification: At least a Diploma on computer literacy with packages such as Excel, PowerPoint and Access

Experience: At least three years experience of and exposure to computer

General Job Descriptions:

- Assists the senior Inspector according to prescribed and approved scopes of work.
- May stand in for the senior Inspector during her/his absence
- Reports directly to the senior inspector or any other person as dictated by the nature of the job

Specific detailed roles & responsibilities

- Ensures that the BPS responds to all our programmes and activities
- Puts all Directorates' budget into BPS correctly
- Reviews and updates the template for budget tracking
- Tallies expenditures with the finance spreadsheet and renders appropriate report
- Does other activities as delegated

Job Title: Senior Inspector for Programming & Project Management-G7

Qualifications: At least a Diploma in Project Management with Bachelor as an added advantage

Experience: At least five years of experience in the same field

General job-descriptions:

- Coordinates and manages all programmes in his/her areas of responsibility and identifies areas of support needed.
- Works closely with the State-level officials
- Does other activities as delegated by Deputy Director

Specific detailed roles & responsibilities:

- Advises on project preparation
- Assists on project appraisal as requested
- Reviews Directorates claims in relation to the objectives and expected outputs/outcomes
- Ensures that projects are equitably distributed in the country
- Ensures that every programme area has all the required project activities and are based on the ministry priorities
- Facilitates Annual Plan preparation
- Tracks compatibility of project execution
- Negotiates for the Ministry's fair share in issues related to inter sectoral project funding
- Cooperates with M&E officials at all level of governance on project accountability

Job Title: Inspector for Project Management- G8

Qualifications: At least a Diploma on Project Preparation and Management/ Bachelor Degree as an added advantage

Experience: At least three years experiences in the same field

General job-descriptions:

- Coordinates and manages national projects in his/her areas of responsibility and to identify areas of support needed.
- Works closely with the state-level officials
- Acts for the Senior Inspector for Planning as delegated.

Specific detailed roles & responsibilities:

- Works on project preparation
- Assists on project appraisal as requested

- Assists on reviewing Directorates claims in relation to the objectives and expected outputs/outcomes
- Ensures that projects are equitably distributed in the country
- Assists on annual plan preparation
- Assists M&E officials on M&E activities
- Collaborates with Development Partners and Ministry counter parts on project issues

Job Title: Senior Inspector for Monitoring & Evaluation – G7

Qualification: At least a Diploma on M&E with bachelor as an added advantage

Experience: At least three years of experiences in related field

General job-descriptions:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure Monitoring and Evaluation of programmes and to identify areas of support needed
- Works closely with the State-level inspectors to build systems of inspection to be carried out
- May stand in place of the Deputy Director when requested

Specific detailed roles & responsibilities:

- Contributes actively and technically on the strengthening of the M&E system in education
- Works on the identification, in collaboration with other Departments and Agencies of priority areas for Monitoring, Evaluation and Research
- Assists in the development of an Annual Plan for Monitoring, Evaluation, and Research
- Assists in development of formats for monitoring the plan implementation
- Compiles information from all levels of the education and prepares periodic reports
- Collaborates with Development Partners on monitoring of activities
- Collaborates with External Auditors on evaluation of projects
- Disseminates and advises if necessary on the reports of the Monitoring, Evaluation and Research activities.
- Assists in M&E system strengthening
- Acts in place of Deputy Director as requested

Inspector for Monitoring & Evaluation – G8

Qualifications: At least a Diploma on M&E as an added advantage

Experience: At least three years of work in related field.

General job-descriptions:

- Coordinates and manages national M&E programmes in his/her areas of responsibility to identify areas of support needed.
- Works closely with the State-level monitoring officials
- Acts in place of Senior Inspector as requested.

Specific detailed roles & responsibilities:

- Assists in the identification of priority areas for Monitoring, Evaluation and Research in collaboration with other Departments and Agencies
- Assists in the development of an Annual Plan for Monitoring, Evaluation and Research
- Assists in development of formats for monitoring the plan implementation
- Compiles information from all levels of the education and prepares periodic reports
- Collaborates with Development Partners on monitoring of activities
- Collaborates with External Auditors on evaluation of projects
- Assists in M&E system strengthening
- Disseminates reports of Monitoring, Evaluation and Research activities
- Acts in place of Senior Inspector as requested

Job Title: Director for Research & Policy Development – G3

Qualifications: Masters on Education Policy Formulation or EMIS

Experience: At least five years of experience and exposure in related field

General Job-descriptions:

- Oversees the planned activities of the Departments for which he/she is responsible
- Accounts for implementation of the planned activities of the Department, productivity and performance of Department personnel
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General for Planning & Budgeting

Specific detailed roles & responsibilities:

- Spearheads policy development in all major education areas
- Collaborates with stakeholders and Directorates on issues related to Research
- Assists in the development of tools and identification of Research key areas
- Ensures that the Ministry is jointly involved in Regional and International Research
- Ensures that information disseminated are based on empirical evidence

- Conducts Research to assess and evaluate effectiveness of Education Policies
- Ensures effective Decentralization of Education Systems in line with the National Constitution
- Ensures that Education Act reflects National direction
- Ensures that Education-bylaws are enacted at local level to suit local environment
- Ensures that all International Charters on education are domesticated
- Benchmarks education in line with East African Community as well as AU obligations
- Ensures that enacted laws and policies are adhered to
- Strengthens EMIS and ensures viability of Statistics through a strong policy
- Ensures strong linkages between ISCED, ADEA indicators and the National Statistics/ indicators
- Develops and disseminates policy related information
- Develops periodical Policy Briefing Papers for Policy Review
- Establishes resource centre to archive Educational Research papers, policies and other findings
- Establishes school catchment areas through mapping exercises

Job Title: Deputy Director for Research, Policy Development and documentation – G4

Qualifications: At least a Bachelor Degree in Educational Planning, majoring in Education Policy

Experience: At least three years in the same field

General job-descriptions:

- Assists the Department Director according to prescribed and approved scopes of work
- Stands in for the Director during her/his absence
- Reports directly to the Department Director

Specific detailed roles & responsibilities:

- Evaluates the operational efficiency of policies and gives recommendation when necessary
- Assists in the development of an Annual Plan for Research, Monitoring and Evaluation.
- Recommends modalities for conducting Research, Monitoring and Evaluation.
- Where necessary, identifies External Organizations to provide support for conducting Research, Monitoring and Evaluation
- Assists in the development tools and instruments for Research and Monitoring implementation of planned activities

- Compiles information from all levels of the education and prepares periodic reports
- Assists the Director on linking Research and Policy activities Regionally or Internationally as requested
- Manages the day to day archive
- Be the secretary of the Department in related issues
- Acts in place of the Director as requested
- Prepares and facilitates dissemination of policy related information
- Assists in the establishment of the resource centre to archive Educational Research papers, Policies and other findings

Job Title: Deputy Director for Data and Statistics – G4

Qualification: At least a Bachelor degree on statistics with some courses on EMIS, Masters as an added advantage

Experience: At least three years of working experience and exposure in related field

General job-descriptions:

- Assists the Department Director according to prescribed and approved scopes of work
- Stands in for the Director during her/his absence
- Reports directly to the Department Director

Specific detailed roles & responsibilities:

- Assists in the development of EMIS policies and implementations guides
- Develops and reviews of Training Manual
- Coordinates collection, compilation, analysis and publication of Education Statistics
- Develops data collection tools and Monitoring and Evaluation reporting forms
- Plans and implements activities for strengthening the Education Management Information System (EMIS) at all levels (Payam, County, State, and GRSS)
- Establishes and develops linkages of his/her activities with activities of other Departments
- Supports Education Planning and Monitoring Unit to provide data for input into work plan process
- Works with Education Policy and Analysis to provide data for policy development and operationalization
- Works with the Development Partners Department in designing tools, collecting data and monitoring effectiveness of Development Partner interventions

- Works with other Ministry of Education Departments (at all levels) to collect relevant data for database
- Works with States and Counties Inspectorate in collection of data
- Liaises with other Ministries and Commissions (at all levels) to collect relevant data for database
- Ensures intuitional levels of the units in all Ministries are well structured and functional
- Any other duties for MoEST as assigned by the Director for Planning
- Acts in the place of the Director as requested

Job Title: Senior Inspector for Policy Execution and Monitoring – G7

Qualification: At least a Diploma on education with bachelor as an added advantage

Experience: At least five years of work experience and exposure in related field

General job-descriptions:

- Assists the Deputy Director according to prescribed and approved scopes of work
- Stands in for the Deputy Director during her/his absence
- Reports directly to the Deputy Director

Specific detailed roles & responsibilities:

- Assists on the drafting of education policies
- Dissemination of policies documents
- Ensures that policies are correctly translated into programmes and are implemented
- Assists in developing Policy Briefing Papers for Policy Review and revision
- Disseminating policy-related messages
- Assists on the creation of a resource centre to archive Educational Information and related policies
- Collaborates with Data and Statistics unit to obtain data to feed into policy development and analysis
- Collaborate with Education Planning and Monitoring Unit to review sector-wide policies during strategic planning and to prepare and implement policy and research
- Works with other Sector Departments (at all levels) to assess policy effectiveness, as Required
- Does the secretariat job when requested

Job Title: Senior Inspector Policy Monitoring – G7

Qualification: At least a Diploma on education policy with Bachelor as an added advantage

Experience: At least three years of work in similar field

General job-descriptions:

- Assists the senior inspector according to prescribed and approved scopes of work
- Stands in for senior inspector during her/his absence
- Reports directly to the senior inspector

Specific detailed roles & responsibilities:

- Assists in drafting of Education Policies
- Identifies stakeholder to receive the policies and other related documents
- Packages and distributes the documents
- Disseminates policy-related messages
- Ensures that all Education Policies and translated into activities
- Assists in creation of a resource centre to archive Educational Information and related policies
- Collaborates with Education Planning and Monitoring Unit to review sector-wide policies during strategic planning and to prepare and implement policy and research
- Works with other Sector Departments (at all levels) to assess policy effectiveness
- Be a custodian of all policy related documents

Senior Inspector for Research and Documentation – G7

Qualification: At least a Diploma on education and majoring on research or bachelor as an added advantage

Experience: At least three years of work in similar field

General job-descriptions:

- Assists the Deputy Director according to prescribed and approved scopes of work
- Stands in for the Deputy Director during her/his absence
- Reports directly to the Deputy Director

Specific detailed roles & responsibilities:

- Assists in development of an Annual Plan for Research, Monitoring and Evaluation
- Assists in development of relevant research tools
- Assists in developing modalities for conducting Research, Monitoring and Evaluation.
- Disseminates Research findings
- Assists in developing Research Briefing Papers
- Disseminates Research -related issues

- Ensures that all education indicators are empirically proven and sanctioned
- Assists in the creation of a resource centre to archive Educational Information and related research works
- Assists in creating conducive working relation with all research institutions both internally and internationally
- Does secretariat job when requested

Senior Inspector for Documentation – G7

Qualification: At least a Diploma in Educational Research

Experience: At least five years of work in similar field

General job-descriptions:

- Assists the Senior Inspector according to prescribed and approved scopes of work
- Stands in for the Senior Inspector during her/his absence.
- Reports directly to the Senior Inspector

Specific detailed roles & responsibilities:

- Assists in development of an Annual Plan for Research, Monitoring and Evaluation
- Assists in developing relevant Research tools.
- Assists in developing modalities for conducting Research, Monitoring and Evaluation
- Ensures that all documents are safe in the archive
- Keeps record of all documents in the Ministry
- Disseminates Research related messages
- Assists in creation of a resource centre to archive educational information and related research works
- Does secretariat job as requested

Job Title: Senior Inspector for EMIS & Decentralization – G7

Qualification: At least a Diploma in Management of Statistics or any other field such as decentralization

Experience: At least five years of work in similar field

General job-descriptions:

- Coordinates and manages EMIS and its decentralization processes and identifies areas of support needed.
- Works closely with EMIS & M&E officials at all levels
- Stands for Deputy Director when delegated

Specific detailed roles & responsibilities:

- Spearheads the development of policy for EMIS
- Spearheads the framing of implementation guidelines
- Develops or updates EMIS Training Manuals
- Ensures that all necessary institutional and human capacities are rightfully in place
- Ensures that roles and responsibilities as spelt in the in implementation guidelines are correctly followed
- Ascertains data flow is according to the timeline
- Liaises with various Departments on issues related to data and statistics
- Assists in planning and organization of seminars and works
- Reviews EMIS Decentralization process in order to keep track with the best international practices
- Any other duties for MoEST as assigned by his/her supervisor

Job Title: Inspectors for Fieldwork & Training

Qualification: At least a Diploma in Management of Statistics or any other related field

Experience: At least three years working in the same areas

General job-descriptions:

- Coordinates and manages EMIS and its Decentralization processes and to identify areas of support needed.
- Works closely with EMIS & M&E officials at all levels
- Stands for the Senior Inspector as delegated

Specific detailed roles & responsibilities:

- Involves in assessment of the institutional capacity of the States, Counties, Payams and of schools
- Assists in establishing Human Resources and capacities in those levels of governances
- Assists in development of policies and implementation plans
- Assists in procurement
- Conducts training
- Assists in data tools development and distribution
- Assists in data collection and retrieval
- Assist in seminars and other activities
- Conducts monitoring and reporting

- Collaborates with M&E officials nationwide

Job Title: Data Officers – G9

Qualification: At least a Diploma on Statistics

Experience: At least three years working in the same areas

General job-descriptions:

Works closely with EMIS & M&E officials at all levels

Stands for the senior inspector as delegated

Specific detailed roles & responsibilities:

- Assists in development of policies and implementation plans
- Assist in procurement
- Assists in tools design, development and distribution
- Works in cleaning and entering the data
- Assists in validation
- Assists in seminars and other activities
- Does any other activity as delegated

Job Title: Senior Inspector for IT Software development – G7

Qualifications: At least a Diploma in IT and software management

Experience: At least five years working in Software management

General Job Descriptions:

- Coordinates and manages EMIS and its decentralization processes and to identify areas of support needed.
- Works closely with EMIS & M&E officials at all levels
- Collaborates with software developers and other IT officials
- Stands for the Deputy Director as delegated

Specific detailed roles & responsibilities:

- Assists in development of policy for EMIS
- Assists in framing of implementation guidelines
- Assists in development or updating of EMIS Training Manuals
- Assists in the development of questionnaires
- Develops a compatible software for EMIS

- Conducts periodical research in order to keep in line with latest software technology for EMIS
- Ensures that the software responds correctly to the data questionnaires
- Makes sure that all computers are viable
- Keeps and regulates internet effectively
- Supports staff in their computer skills
- Assists in planning and organization of seminars and works
- Does any other activity as delegated

Job Title: Inspector for Encoding – G8

Qualification: At least a Diploma in Statistics with a course in IT as an added advantage

Experience: At least three years working in related field

General job-descriptions:

- Works closely with EMIS & M&E officials at all levels
- Collaborates with software developers and EMIS officials
- Step-in for the Senior Inspector as delegated

Specific detailed roles & responsibilities:

- Assists in development of policy for EMIS
- Assists in framing of implementation guidelines
- Assists in development or updating of EMIS Training Manuals
- Leads the design of the questionnaires
- Leads the encoding processes
- Collaborates with other agencies and departments in levels on encoding processes
- Assists in school mapping exercises
- Assists in the development of a compatible software for EMIS
- Assists in periodical Research in order to keep in line with latest software technology for EMIS
- Ensures that the software responds correctly to the data questionnaires
- Assists in planning and organization of seminars and works
- Does any other activity as delegated

Job Title: Senior Inspector for System & data Analysis – G7

Qualifications: At least a Diploma in statistics majoring on EMIS

Experience: At least five years working in related field

General job-descriptions:

- Coordinates and manages EMIS and its decentralization processes and to identify areas of support needed
- Works closely with EMIS & M&E officials at all levels
- Acts for the Deputy Director as delegated

Specific detailed roles & responsibilities:

- Assists in development of policy for EMIS
- Assists in framing of implementation guidelines
- Assists on development or updating of EMIS training manuals
- Assists in development of questionnaires
- Assists in development of a compatible software for EMIS
- Analyses data and translates in to understandable information
- Spearheads the validation exercise
- Develops quick count report
- Supplies users with indicators when requested
- Responds to obligations such as ISCED, ADEA, MDGs etc.
- Maintains database records and documents
- Liaises with various Departments on issues related to data and statistics
- Assists in planning and organization of seminars and workshops
- Steps- in for the Deputy Director when delegated
- Does any other duty as assigned by his/her supervisors

Job Title: Inspector for System & data Analysis – G8

Qualifications: At least a Diploma in Statistics, majoring in EMIS

Experience: At least three years working in related field

General job-descriptions:

- Coordinates and manages EMIS and its decentralization processes and to identify areas of support needed
- Works closely with EMIS & M&E officials at all levels
- Acts as Senior Inspector when delegated

Specific detailed roles & responsibilities:

- Assists in development of policy for EMIS
- Assists in framing of implementation guidelines
- Assists in development or updating of EMIS Training Manuals
- Assists in development of questionnaires
- Assists in development of a compatible software for EMIS
- Assists in analysing of cleaned data and translating it in to understandable information
- Assists in the validation exercise
- Works in development of the quick count report
- Assists in development of indicators
- Maintains database records and documents.
- Liaises with various Departments on issues related to data and statistics.
- Assists in planning and organization of seminars and workshops
- Sits in for the senior inspectors when absent
- Does any other duties for MoEST as assigned by his/her supervisor

Job Title: Director for Development Partners Coordination

Academic Qualification: Masters Degree in related field

Experience: At least five years working in related field

General Job-descriptions:

- Oversees the planned activities of the Departments for which he/she is responsible.
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities of the Department, productivity and performance of Department.
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General for Planning and Budgeting

Specific roles and responsibilities:

- Monitors Development Partners Education-Activities and programmes
- Provides guidance to Development Partners on priorities and policies of the Government and Ministry
- Provides information with respect to donor programmes to the rest of the Sector departments

- Coordinates Development Partners activities and ensures their integration into sector wide approach
- Promotes information sharing among Departments, State Ministries of Education and Development Partners
- Serves as the main liaison to coordinate and manage the relationship between the Ministry of Education, Science and Technology and Development Partners (including bi- and multi-laterals and NGOs)
- Supervises the activities of the Development Partners in relation to MoEST priorities
- Guides Work Plans and reports on Development Partners activities
- Coordinates regular Consultative Partners meetings to review Education Sector work done and providing input into the Annual Work Plan process
- Develops and oversees implementation of Development Partners' reporting systems
- Initiates policy papers on relation to Donor/ Partner activities
- Performs any other action as directed by the Director General

Job Title: Deputy Director Development Partners' Coordination – G4

Academic Qualification: At least a Bachelor Degree in related field.

Experience: At least three years in related field

General job-descriptions

- Assists the Department Director according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Director during her/his absence
- Reports directly to the Department Director

Specific roles and responsibilities

- Prepares departmental plans, budgets and programs based on existing policies and regulations
- Compiles reports and plans of Development Partners into GRSS/MoEST priorities
- Identifies areas within the Education System where support is required.
- Develops project proposals that attract internal and external Donors
- Monitors Partners' Projects and produce Reports
- Coordinates Partner Activities and Programmes
- Prepares and follow-up meeting with partners.
- Handles all the correspondence related to development partners.

- Act as instructed by the director for development partners.

Job Title: Senior Inspector for Development Partners' Coordination – G7

Academic Qualification: At least a Diploma in related field.

Experience: At least five years of work in related field

General Job Descriptions:

- Coordinates and manages National Inspection Programmes
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State-level Inspectors to build systems of inspection to be carried out.

Specific roles and responsibilities:

- Acts on behalf of Deputy Director for Partners Coordination in his absence
- Coordinates the activities of Development Partners where necessary.
- Compiles all the reports of Development Partners
- Compiles list of all Development Partners engaged in Education Programmes
- Conducts field visits to monitor and evaluate Development Partners project
- Compile department requirements, budget requisitions.
- Acts as instructed by the Deputy Director for Partners Coordination
- Monitors NGO programmes as directed
- Carries out Partner mapping
- Assist in coordinating with Development Partners' activities as directed.

Job Title: Inspector for Development Partner Coordination – G8

Academic Qualification:At least a Diploma in related field.

Experience: At least three years in related work

General Job description:

- Carries out National Inspection programmes in their areas of responsibility
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State-level Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him by his/her supervisors

Specific detailed roles & responsibilities:

- Facilitates Preparation of Memorandum of Understanding between the Ministry and Development Partners
- Links Development Partners with the relevance Directorates and Departments in the Ministry
- Schedules Development Partners coordination meeting
- Prepares agenda and invitations for coordination meetings
- Prepares and disseminates Minutes of coordination meetings
- Keeps profiles of Education Development Partners
- Carries out field visits to ensure NGOs/CBOs program success and viability
- Carries out mapping of Education Development Partners
- Shares national documents containing Ministry's priorities with the development partners

Job Title: Senior Inspector for Aid Coordination and System Strengthening – G7

Academic Qualification: At least a Diploma in related field.

Experience: At least five years of work in related field

General job-descriptions:

- Coordinates and manages National Inspection programmes in his/her areas of responsibility
- Carries out performance appraisal of staff under his/her supervision
- Works closely with State-level Inspectors to build systems of inspection to be carried out

Specific Roles and responsibilities:

- Identifies gaps and develops program that need aid support
- Ensures that education projects are government led and owned and well coordinated
- Ensures that aids operation are aligned with government/MOEST, stated development priorities and policies
- Ensures that all aid support are developed in according to the local Government aid instrument
- Develops a fund raising strategy for the Ministry of Education, Science and Technology
- Attends all aid coordination meetings
- Supervises and monitor the implementation of the aid project

Job Title: Inspector for Aid Coordination and System Strengthening – G8

Academic Qualification: At least a Diploma in related field.

Experience: At least three years of work in related field

General Job description:

- Carries out National inspection programmes in their areas of responsibility
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State-level inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned by his/her supervisor

Specific detailed roles & responsibilities:

- Identifies gap and develops program that needs aid support
- Ensures that all aid support are developed in according to the local Government aid instrument
- Develops Monitoring and Evaluation strategies for aids support
- Compiles all the reports of the projects funded under aid support
- Develops a fund raising strategy for the Ministry of Education, Science and Technology
- Attends all aid coordination meetings
- Supervises and monitors the implementation of the aid projects
- Creates and maintains the database of Aid partners

Job Title: Director Physical Planning and Construction – G3

Academic qualification: Masters Degree in Engineering field

Experience: At least five years of work in Engineering field

General Job-descriptions:

- Oversees the planned activities of the Departments for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities of the Department, the productivity and performance of Department.
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly.
- Reports directly to the Director General for Planning & Budgeting

Specific roles and responsibilities:

- Develops standards for physical structures that ensure structures are conducive to their purpose, meet the needs of the handicapped and are environmentally sound
- Develops minimum quality standards for school facilities and infrastructure

- Develops school construction policies and strategies
- Carries out contract management of all construction contracts
- Plans and prioritises construction/rehabilitation work with the State Ministries of Education.
- Arranges the inspection and handing over/commissioning of completed buildings
- Works with Development Partners to ensure structures are built in line with agreed Sector standards
- Prepares Departmental plans and budgets based on existing policies and regulations
- Prepares and implements policies, programs and plans for the construction and rehabilitation of education facilities
- Works with the Education Planning and Monitoring Unit with respect to school construction and rehabilitation supervision
- Develops maintenance plans for educational facilities.

Job Title: Deputy Director Physical Planning and Construction – G4

Academic qualification: At least a Bachelor degree in Engineering field

Experience: At three years of work in Engineering field

General job-descriptions:

- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Director during her/his absence.
- Reports directly to the Director

Specific roles & responsibilities:

- Carries out construction projection for school construction and rehabilitation
- Develops annual and medium-term plans for construction of school facilities
- Develops appropriate designs including low-cost options for school construction.
- Establishes and updates unit costs for construction of school facilities
- Supports the Education Planning and Budget Department in development of a capital budget
- Develops tender and procurement documents for school construction
- Compiles overall construction reports for the department
- Supervises all educational construction projects
- Assesses the demand for school furniture, and physical school facilities
- Develops appropriate designs for school furniture
- liaises with Procurement Unit to develop appropriate strategies for procurement of furniture

Job Title: Senior Inspector for Physical planning and construction – G7

Academic qualification: At least a Diploma in related Engineering field

Experience: At three years of work in related field

General job-descriptions:

- Coordinates and manages National Inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State-level inspectors to build systems of inspection to be carried out

Specific detailed roles & responsibilities:

- Ensure that the Contractors comply with contract specifications.
- Ensures that construction is in accordance with Working Drawings
- Develops and reviews architectural/structural designs for Education Infrastructure.
- Prepares bills of quantities and cost estimates as required
- Reviews schedules of activities for construction/rehabilitation work in light of current state of the structures
- Prepares periodic site reports
- Organises site meetings together with the beneficiary communities and leaders
- Issues instructions covering the variation of the works after necessary consultations

Job Title: Inspector for Physical planning and construction – G8

Academic qualification: At least a Diploma in related Engineering field

Experience: At least five years of work in Engineering field

General Job description:

- Carries out National Inspection programmes in their area of responsibility
- Facilitates the State-level inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned by his / her Supervisors

Specific roles & responsibilities:

- Supervises site activities to ensure compliance with contract specifications
- Ensures that construction is in accordance with Working Drawings
- Proposes new designs for new structures and demonstrates an understanding of proposed structural forms

- Prepares periodic site reports
- Organises site meetings together with the beneficiary communities and leaders
- Issues instructions covering the variation of the works after necessary consultations
- Ensures that construction site are handed over to the contractor

D/Director for ELearning & innovation-Grade 4

Required Qualifications: at least bachelor on ICT or e-learning

Experience: At least three years of field experiences and exposures.

General job-descriptions

- Assists the Department Director according to prescribed and approved scopes of work
- May stand in for the Director during her/his absence
- Report directly to the Department Director

Specific detailed roles & responsibilities

- Develops policy for e-learning/ICT in schools
- Prepares guidelines and minimum standards for e-learning
- Develops strategies for financing procurement e-learning labs as per the specification in schools
- Develops of institutional capacity at state to school levels
- Attends and learns about the best practices on the use of e-learning and one child one laptop possibilities
- Conducts reach with aim to establish database for the best and cost effective e-book and laptops available in the world market
- Ensures the integration of relevant ICT syllabus in the curricula for primary, secondary and TVET institutions
- Ensures that innovative e-learning takes precedence
- Develops indicator for e-learning outcome for reporting both nationally and internationally

S/Inspector for ELearning & innovation-Grade 7

Required Qualifications: at least a Diploma on ICT or e-learning

Experience: At least five years of field experiences and exposures.

General job-descriptions

- Assists the D/Director according to prescribed and approved scopes of work
- May stand in for the D/Director during her/his absence

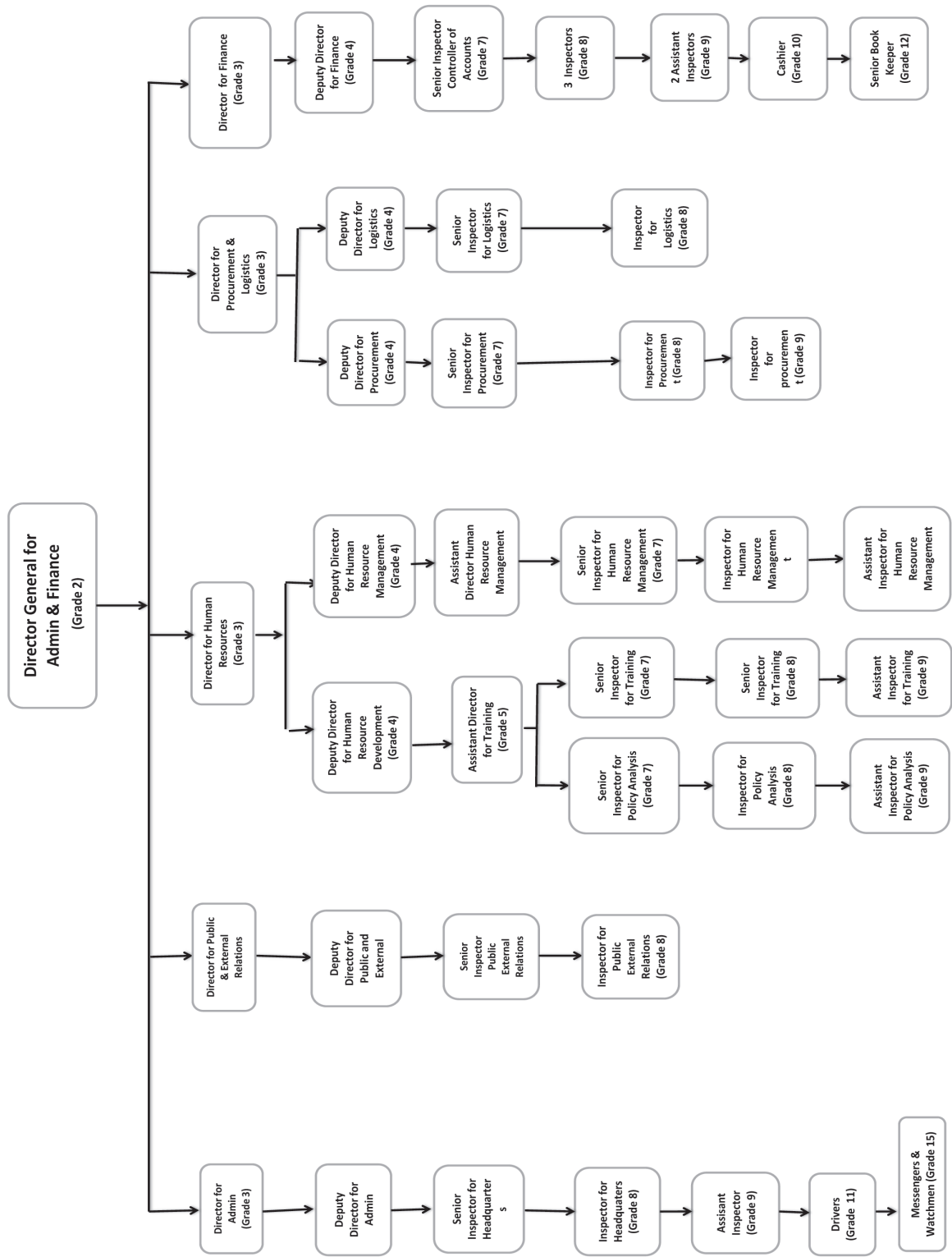
- Report directly to the D/Director

Specific detailed roles & responsibilities

- Assist on the development of the policy for e-learning/ICT in schools
- Prepares guidelines and minimum standards for e-learning
- Develops strategies for financing procurement e-learning labs as per the specification in schools
- Assists on the development of the institutional capacity at state to school levels
- Attends and learns about the best practices on the use of e-learning and one child one laptop possibilities
- Conducts reach with aim to establish database for the best and cost effective e-book and laptops available in the world market
- Ensures the integration of relevant ICT syllabus in the curricula for primary, secondary and TVET institutions
- Ensures that innovative e-learning takes precedence
- Develops indicator for e-learning outcome for reporting both nationally and internationally

CHAPTER FOUR

STRUCTURE FOR DIRECTORATE OF ADMINISTRATION AND FINANCE



Mandates of the Directorates

Directorate of Administration & Finance

To provide direction on financial matters, general administration & Management of Education, Human Resource including coordinating Education Programmes with the State Ministries of Education. The Directorate also provides General Accounting Services; ensure all financial activities within the departments are consistent with Departmental and Governmental Policies, Procedures, Regulations and Legislations, Including the Financial Administration Act. The Directorate in addition provides general operation services and maintains Financial Policies and Procedural Manuals

b) Job Description

Job Title: Director General for Administration & Finance – G2

Education Qualification: Master Degree in Administration or any related field

Experience: At least seven years of work in Administrative field

General Job-Description:

- Oversees and be accountable for the implementation of planned activities of the Directorate across South Sudan in cooperation with the State Ministries of Education, Science & Technology.
- Develops long and medium term sector strategies and other responsibilities as spelled out in the Roles and Responsibility Code Book of RSS-MoEST
- Manages and carries out performance appraisal of staff under his/ her supervision.
- Ensures that all personnel within the Directorate have precise scopes of work and performance targets that are monitored and reported to the Undersecretary
- Responds and reports to Undersecretary of the Ministry
- **Specific roles & responsibilities:**
- Oversees the performance of staff under Administration and Finance, render annual appraisals and confidential reports
- Manages the Personnel of the Directorates and maintains the staff welfare
- Manages the Ministry's Assets
- Manages sectorial finances and foreign aid and maintains accountability
- Liaises with MOF&EP to procurement rules and regulation due to material supplies
- Oversees the pay roll and manage any related reform
- Manages the Ministry's utilities
- Involves in budget preparation
- Ensures Salaries regular payment
- Implements Departmental plans based on the strategies

Job Title: Director for Administration – G3

Education Qualification: Master Degree in Administration

Experience: At least five years of work in Administrative field

Specific roles & responsibilities:

- Runs general administration of the Ministry in conjunction with office of the Director General

- Reports to Director General for Administration and Finance
- Manages the Ministry's assets (Fixed and movable)
- Ensures that staff welfare is maintained and on timely basis
- Ensures staff are always punctual and carry out their assignment effectively
- Prepares Directorate Annual Budget and Reports.
- Plans for provision of office spaces and general supplies to the Ministry.
- Ensures medical care for staff and hospitality to guests and ministry officials.

Job Title: Deputy Director for Administration – G4

Education Qualification: At least a Bachelor Degree in Administration

Experience: At least three years of work in Administrative field

General Job-Description:

Specific roles & responsibilities:

- Responds and reports to Director for Administration
- Ensures the maintenance of staff welfare(Regular payment of salaries)
- Prepares Directorate Annual Budgets and Reports based on the activities and policies of the Ministry
- Manages Ministry's asserts and record keeping/inventory
- Maintains and keeps Ministry machineries running e.g. vehicles and Generators
- Ensures all staff maintains punctuality and discipline while at work place

Job Title: Deputy Director for ICT – G4

Education Qualification: At least a Bachelor Degree in Public Relations or Communication

Experience: At least three years of work in related field

General Job-Description:

Specific roles & responsibilities:

- Manages Public Information or MoEST image and branding
- Facilitates close coordination and communication between MoEST, States and the Public
- Solicits and keeps the contact number of the ten States Ministries
- Prepares and releases Communiqués, Press notes, handouts
- Work with relevant State Ministries of Education to ensure sub sectorial coordination, communication and information sharing

- Creates a newsletter/ Journal/ talk show on SSTV/Radio and any other Publications aimed at improving Ministry image
- Liaises MoEST with other Government Institutions on issues of coordination, Protocols, Communications, Public Relations, advertisements, official travel arrangements and hosts official dignitaries who are invited to the Ministry
- Reports to Director for Administration

Job Title: Senior Inspector for ICT – G7

Education Qualification: At least a Diploma in Public Relations or Communication

Experience: At least five years of work in related field

Specific roles & responsibilities:

- Assists to coordinate between Government institutions on issues of Protocols, coordination's, communications, public relations and follow-up activities related to the Ministry
- Exploits communication as a tool by employing a close working relationship between MoEST, Partners and other stakeholders.
- Works with other Ministries on matters related to dissemination of relevant information pertaining our operations
- Reports to Deputy Director for Communication & Public Relations

Job Title: Senior Inspector for Information & Technology –G7

Education Qualification: At least a Diploma in Information Technology

Experience: At least five years of work in related field

Specific roles & responsibilities:

- Responds and reports to D/Director for Information and Public Relations
- Manages and facilitates a close working relationship with I.Ts in the Ministry Headquarters in respect to Computer Technical defaults and maintenance
- Liaises with Department of Procurement for sustainable supply of Spare parts for ICT Works and IT
- Assists all Offices on issues related to ICT

Job Title: Senior Press & Information Secretary – G7

Education Qualification: At least a Diploma in Information Technology

Experience: At least five years of work in related field

Specific roles & responsibilities:

- Reports to D/Director for Information and Public Relations

- Acts as Cameraman and Press Secretary to the Offices of the Minsters and the Undersecretary

Job Title: Director for Human Resource Development – G3

Education Qualification: Master Degree in Human Resource Management

Experience: At least five years of work in Human Resource Management field

Specific roles & responsibilities:

- Reports to Director General for Administration and Finance
- Coordinates with the Ministry Directorates and the Ministry of Labour, Public Service and Human Resource Development on issues of staff capacity building and training
- Carryout staff members need assessments
- Plans Project proposals, conducts staff training in the Ministry Headquarters and at the States
- Initiates on the Policy Formulation for Human Resource/Capital
- Ensures the development of capacity building strategy

Job Title: D/Director for Human Resource Development–G4

Education Qualification: At least a Bachelor Degree in Human Resource Management

Experience: At least three years of work in Human Resource Management field

General Job-Description:

Specific roles & responsibilities:

- Reports to Director for Human Resource Development
- Assists to coordinate with the Ministry of Labour, Public Service and Human Resource Development
- Assist to carryout staff need assessment and in coordination with the Director for Human Resource development in the Ministry of Labour, Public Service and Human Resource Development

Job Title: D/Director for Human Resource Management (Establishment) – G4

Education Qualification: At least a Bachelor Degree in Human Resource Management

Experience: At least three years of work in Human Resource Management field

General Job-Description:

Specific roles & responsibilities:

- Responds and reports to Director and Director General for Administration and Finance
- Keeps all the Personnel files of the Staff of Ministry

- Guides staff on interpretation and implementation of the Public Service Act and Regulations especially pertaining formation of the Nominal Roll, Recruitment, Appointment, Promotion, Annual Leaves, Salary Increments and Terms of Service
- Vets staff promotions
- Executes and implements the Ministry of Education Policy and Rulings in accordance to Public Service Law and Regulations
- Monitors post service benefits of the personnel to retirements, deceased or resigned
- Monitors the preparation of the payroll in accordance to South Sudan Electronic Payroll System under Ministry of Labour, Public Service and Human Resource Development.

Job Title: Assistant Director for Human Resource Management (Establishment) - G5

Education Qualification: At least a Bachelor Degree in Human Resource Management

Experience: At least three years of work in Human Resource Management field

General Job-Description:

Specific roles & responsibilities:

- Responds to Deputy Director/HRM
- Keeps all the Personnel files of the Staff of Ministry
- Guides staff on interpretation and implementation of the Public Service Act and Regulations especially pertaining formation of the Nominal Roll, Recruitment, Appointment, Promotion, Annual Leaves and Salary Increments and Terms of Service
- Vets staff promotions
- Executes and implements the Ministry of Education Policy and Rulings in accordance to Public Service Law and Regulations
- Monitors post service benefits of the personnel to retirements, Deceased or resigned.
- Monitors the preparation of the payroll in accordance to South Sudan Electronic Payroll System under Ministry of Labour, Public Service and Human Resource Development

Job Title: Director for Procurement – G3

Education Qualification: Master Degree in Procurement

Experience: At least five years of work in Procurement

Specific roles & responsibilities:

- Prepares Annual General Procurement plan
- Draft letters of No Objection to MOF transiting to PP for approval
- Prepares professional Procurement Procedures of good work and services-(intents)

- Prepares tender documents for bidding process
- Advertises/announces tender for projects selection.
- Prepares specific conditions of contract in coordination with Ministry of Justice for legal confirmation
- Advises Directorates on Procurement issues and procedures for procurement preparation

Job Title: Deputy Director for Procurement – G4

Education Qualification: At least a Bachelor Degree in Human Resource Management

Experience: At least three years of work in Human Resource Management field

Specific roles & responsibilities:

- Prepares all procurement advertisements for tendering and bidding documents
- Acts as Secretary for Tender and selection Committee
- Compiles all procurement reports on projects designated to contractors, e.g. schools
- Drafts and prepares letters of No objection to Ministry of Finance and Economic Planning
- Reports to Director of procurement

Job Title: Senior Inspector for Procurement – G7

Education Qualification: At least a Diploma in Human Resource Management

Experience: At least five years of work in Human Resource Management field

Specific roles & responsibilities:

- Handles all correspondences related to procurement
- Compiles various activities/information related to procurement
- Liaises with Deputy Director for procurement on issues related to Administration and Finance
- Assists in coordinating various procurement activities with all the Directorates who may advocate for advertisements
- Reports to Deputy Director for Procurement

Job Title: Senior Inspector for Headquarters – G7

Education Qualification: At least a Diploma in administration

Experience: At least five years of work in administrative field

Specific roles & responsibilities:

- Responds to Deputy Director for Administration and Finance

- Oversees the Ministry assets, compound environment and unclassified staff disciplines and welfare
- Runs the general section, filing system or record management
- Manages incoming and outgoing correspondences
- Manages Clerks and all the unclassified staff i.e. messengers, cleaners, watch men, Drivers and Generator operators
- Conducts disciplinary trails to workers involved in disciplinary behaviours
- Coordinates between the Ministry of Education and the Ministry of Labour, Public Service and Human Development.

Job Title: Senior Inspector for Logistics – G7

Education Qualification: At least a Diploma in Logistics

Experience: At least five years of work in Logistics

Specific roles & responsibilities:

- Compiles and monitors Ministry mobile assets e.g. vehicles and motorbikes etc.
- Ensures fuel and lubricants supplies for the vehicles and Generators
- Prepares reports on conditions of the vehicles, motorbikes and generators to Deputy Director for Administration.
- Maintains registry of all drivers and assigns them vehicles for easy monitoring
- Draws Works Plan and Mapping for officials picking to and fro work place

Job Title: Inspector for Headquarters – G8

Education Qualification: At least a Diploma in administration

Experience: At least three years of work in administrative field

Specific roles & responsibilities:

- Responds to Senior Inspector Headquarters
- Assists to oversee the Ministry assets, compound environment and unclassified staff disciplines
- Assists to run general section, filing system or record management
- Assists in managing incoming and outgoing correspondences
- Assists in managing Clerks and all the unclassified staff i.e. messengers, cleaners, watch men, Drivers and Generator operators
- Coordinates between the Ministry of Education and the Ministry of Labour, Public Service and Human Development

Job Title: Director for Finance – G3

Education Qualification: Master Degree in Finance or its equivalent

Experience: At least five years of work in financial field

Specific roles & responsibilities:

- Responds to the Director General for Administration and Finance
- Responsible for operation and performance of Accounts Department
- Checks all relevant documents related to payments to ensure they are adequately correct
- Scrutinizes procurement of goods in collaboration with the procurement Rules and Regulations
- Ensures financial accountability in accordance to rules and regulation of the Ministry of Finance and Economic Planning
- Advises Directorates on issues related to accountability
- Updates the Directorates on the claims
- Follow-up Claims accordingly

Job Title: Deputy Director for Accounts – G4

Education Qualification: At least a Degree in Finance or its equivalent

Experience: At least three years of work in financial field

Specific roles & responsibilities:

- Responds to Director of Finance
- Responsible for operation and performance of Accounts Department
- Checks all relevant documents related to payments to ensure they are adequately correct
- Scrutinizes procurement of goods in collaboration with the procurement rules and regulations
- Ensures financial accountability in accordance to rules and regulation of the Ministry of Finance and Economic Planning

Job Title: Controller of Accounts – G7

Education Qualification: At least a Diploma in Finance or its equivalent

Experience: At least five years of work in financial field

Specific roles & responsibilities:

- Supervises duties and performance of Accountants, Bookkeepers and Cashier guiding them to inspire proficiency
- Verifies all vouchers pertaining to payments

- Periodic checking of the treasury to ascertain actual correct physical balance
- Prepares weekly cash position both at bank and in the treasury.
- Alerts Accountants on any indiscretion pertaining financial disbursements

Job Title: Inspector for Accounts – G8

Education Qualification: At least a Diploma in Finance or its equivalent

Experience: At least three years of work in financial field

Specific roles & responsibilities:

- Responds to the Controller of Accounts
- Prepares cheques, withdrawal and payment of funds to the legible
- Reconciles Bank Statements with the bank cashbook
- Maintains financial records based on authentic original documents
- Processes documents for submission to the Ministry of Finance
- Registration of unpaid claims for resubmission to the Ministry of Finance and Economic Planning

Job Title: Cashier – G10

Education Qualification: At least a Certificate in Finance or its equivalent

Experience: At least three years of work in financial field

Specific roles & responsibilities:

- Reports to Inspector/Controller of Accounts
- Recording all daily financial transactions in a cashbook
- Balancing day to day cash at hand and paid out to entail daily expenditure
- Prepares receivable payment orders

Job Title: Bookkeeper – G12

Education Qualification: At least a Certificate in Finance or its equivalent

Experience: At least a year of work in financial field

General Job-Description:

Specific roles & responsibilities:

- Responds to Inspector/Controller of Accounts
- Recording all daily financial transactions in the cashbook
- Responsible for payment of salaries and any assignments given to him/her by the controller
- Prepares receivable payment orders (FF. 39 and 40) and any assignment.

Job Title: Director of Protocol and External Relations –G3

Qualification: Master Degree in related field

Experience: At least five (5) years working in related field

General Job Description:

- Manages external information and MoEST image and branding
- Propagates for the MoEST and defends its stand
- Facilitates close coordination and communication between MoEST, states and the government institutions.
- Creates a newsletter/Journal/Talkshow on SSTV/Radio and any other publications aimed at improving ministry image
- Responsible for policy publicity - internal & external
- Creates a networking mechanism for coordinating MoEST activities with special focus on the priorities as identified by MoEST and its partners.
- Undertakes trips to the ten states and work with states Ministries of education as well as ensuring contact and communication with partners working in various locations.
- Attends regular external MoEST meetings and ensure minutes are written down and carryout the briefing of the undersecretary and Ministers.
- Liaises with MoEST and other Government institutions on issues of coordination, protocols, public relations, external relations, MOUs, projects, official travel arrangements and host official dignitaries who are invited to the Ministry.
- Liaises with the Ministry on Cabinet Affairs and the Parliamentary on confidential issues.

- Coordinates the Ministries plans and execute MoEST communications.
- Represents the MoEST's relations externally.
- Liaises with the ministry of higher education on issues of scholarships and distant education.
- Monitors implementation of cabinet resolutions, MOUs within the ministry and report to MoEST.
- Answerable to the director General of administration and finance.

Job Title: D/Director Protocol and External Relations – G4

Qualification: At least a Degree in related field

Experience: At least three (3) years working in related field

General Job Description:

- Assists to coordinate between government institutions on issues of protocols, coordination's, communications, public relations and follow-up activities related the ministry
- Exploits communication as a tool by employing a close working relationship between MoEST, partners and other stakeholders
- Works with and other ministries on matters related to follow-up of relevant information pertaining our operations
- Assists to promote public awareness and mobilization on their roles and expectations to support educational programmes
- Assists to coordinates the ministries plans and executes MoEST communications
- Performs functions and exercises powers and responsibilities delegated to him/her by Director of protocols and external relations
- Answerable to Director for protocols & external relations

Job Title: Senior Inspector Protocol and External Relations-G7

Qualification: At least a Diploma in related field

Experience: At least five (5) years working in related field

General Job Description:

- Handles all correspondences related to protocols and external relations.
- Compiles various activities / information related protocols and external relations.
- Liaises with deputy director for protocols and external relations on issues related to administration and finance.
- Assists in personnel management, development of code of conduct of protocols employees.
- Assists in coordinating various protocols and external relations activities.
- Answerable to the D/ director of protocols and external relations.

Job Title: Inspector Protocol and External Relations-G8

Qualification: At least a Diploma in related field

Experience: At least three (3) years working in related field

General Job Description:

- Handles all correspondences related to protocols and external relations.
- Compiles various activities / information related protocols and external relations.
- Liaises with Senior Inspector for Protocols and External Relations on issues related to administration and finance.
- Assists in personnel management, development of code of conduct of protocols employees.
- Assists in coordinating various protocols and external relations activities.
- Answerable to the Senior Inspector of protocols and external relations

Job Title: Deputy Director for ICT – G4

Education Qualification: At least a Bachelor Degree in Public Relations or Communication

Experience: At least three years of work in related field

General Job-Description:**Specific roles & responsibilities:**

- Manages Public Information or MoEST image and branding
- Facilitates close coordination and communication between MoEST, States and the Public
- Solicits and keeps the contact number of the ten States Ministries
- Prepares and releases Communiqués, Press notes, handouts
- Work with relevant State Ministries of Education to ensure sub sectorial coordination, communication and information sharing
- Creates a newsletter/ Journal/ talk show on SSTV/Radio and any other Publications aimed at improving Ministry image
- Liaises MoEST with other Government Institutions on issues of coordination, Protocols, Communications, Public Relations, advertisements, official travel arrangements and hosts official dignitaries who are invited to the Ministry
- Reports to Director for Administration

Job Title: Senior Inspector for ICT – G7

Education Qualification: At least a Diploma in Public Relations or Communication

Experience: At least five years of work in related field

Specific roles & responsibilities:

- Assists to coordinate between Government institutions on issues of Protocols, coordination's, communications, public relations and follow-up activities related to the Ministry
- Exploits communication as a tool by employing a close working relationship between MoEST, Partners and other stakeholders.
- Works with other Ministries on matters related to dissemination of relevant information pertaining our operations
- Reports to Deputy Director for Communication & Public Relations

Job Title: Senior Inspector for ICT –G7

Education Qualification: At least a Diploma in Information Technology

Experience: At least five years of work in related field

Specific roles & responsibilities:

- Responds and reports to D/Director for Information and Public Relations
- Manages and facilitates a close working relationship with I.Ts in the Ministry Headquarters in respect to Computer Technical defaults and maintenance

- Liaises with Department of Procurement for sustainable supply of Spare parts for ICT Works and IT
- Assists all Offices on issues related to ICT

Job Title: Deputy Director for Logistics – G4

Education Qualification: At least a Bachelor Degree in Logistics

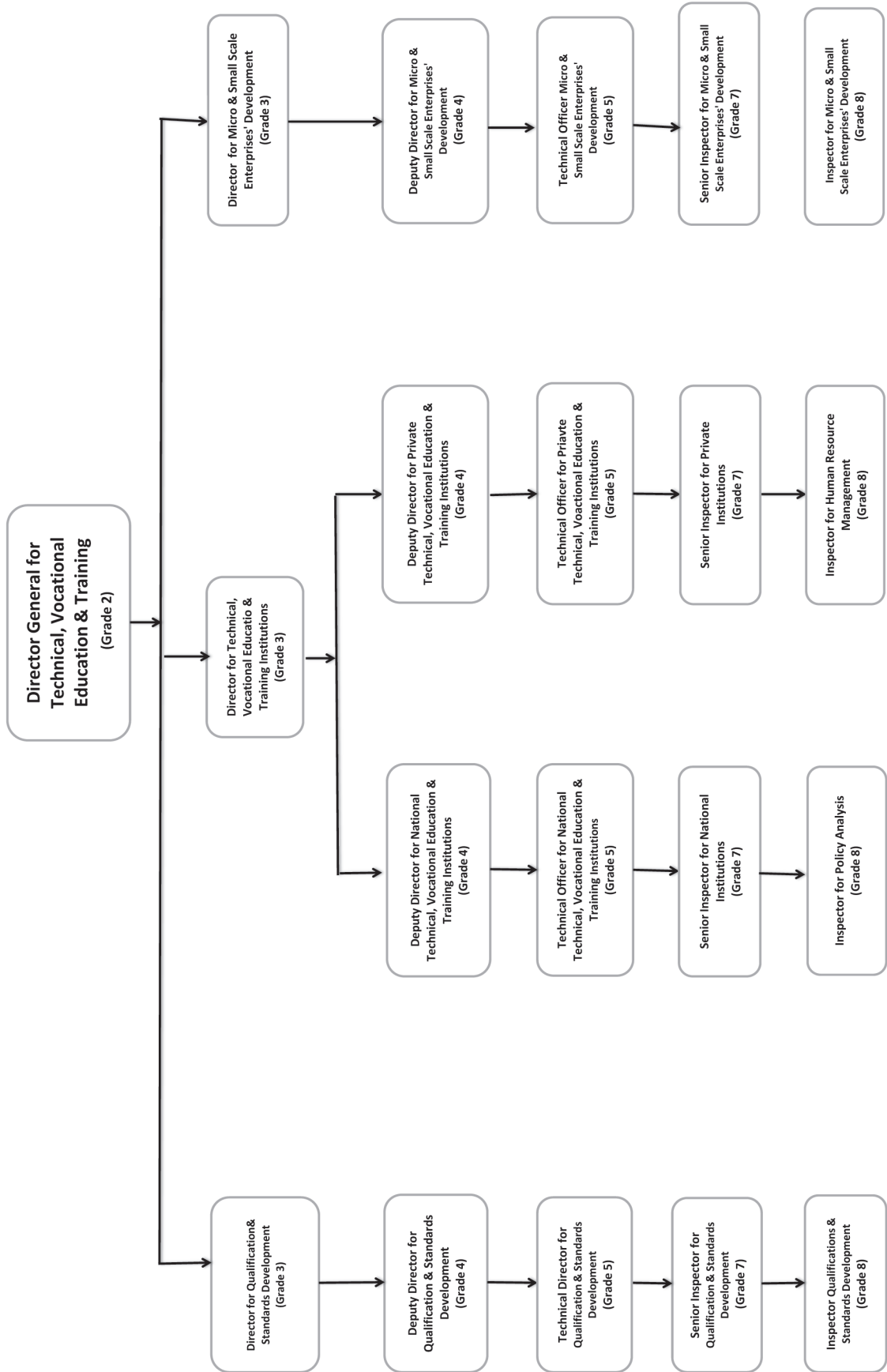
Experience: At least three years of work in Logistics

Specific roles & responsibilities:

- Compiles and monitors Ministry mobile assets e.g. vehicles and motorbikes etc.
- Ensures fuel and lubricants supplies for the vehicles and Generators
- Prepares reports on conditions of the vehicles, motorbikes and generators to Deputy Director for Administration.
- Maintains registry of all drivers and assigns them vehicles for easy monitoring
- Draws Works Plan and Mapping for officials picking to and fro work place

CHAPTER FIVE

STRUCTURE FOR DIRECTORATE FOR TECHNICAL, VOCATIONAL EDUCATION AND TRAINING



Directorate of Technical, Vocational Education and Training

The mandate of TVET is to Plan, Coordinate Programmes and develops policies for Technical and Vocational Education Programmes in the National Ministry of Education Science & Technology.

b) Summary of staffing

Proposed Personnel

DG=1

Directors =3

D/Directors= 4

Technical Officers=4

S/inspectors =4

Inspectors =4

Clark = 1

Total No. = 21

C) Job Descriptions

Job Title: Director General for TVET – G2

Qualification: Master of degree in one of TVET fields

Experience: At least seven years serving in Education

General Job Descriptions:

- Oversees and be accountable for the implementation of planned activities of the Directorate across South Sudan in cooperation with the State Ministries of Education, Science & Technology.
- Develops long and short term sector strategies and other responsibilities as spelled out in the Roles and Responsibility Code Book of RSS-MoEST.
- Accounts for implementation of planned activities, the productivity & performance of the Directorate.
- Manages and Carries out performance appraisal of staff under his/her supervision
- Ensures that all personnel within the Directorate have precise scopes of work and performance targets that are monitored and reported regularly to the Undersecretary.
- Reports directly to the Undersecretary.

Specific Roles and Responsibilities:

- Prepares annual plans, long term strategic plans for the development of TVET and micro and small scale enterprises in South Sudan
- Directs the departments under the directorate
- Conducts consultative meetings with state TVET authorities
- Prepares Joint Action Plan with economic sectors and identifies their workforce demand

- Approves the proposals of departments
- Monitors and evaluates the performance of the departments

Job Title: Director for Occupational Standard Development – G3

Qualification: Master Degree in one of TVET fields

Experience: At least five years working in TVET

General Job-descriptions:

- Oversees the planned activities of the Departments for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities of the Department, productivity and performance of Department.
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General for TVET

Specific roles and Responsibilities

- Develops guidelines on how to develop occupational standards
- Develops Assessment and Certification Directives ,Manuals and Guidelines
- Organizes workshops for the development of occupational standards, curriculum and assessment tool
- Reviews Joint Action Plan with the sectors
- Organizes and forms Technical Expert Panel (TEP) for occupational standard development
- Prepares occupational map of Sectors together with sector representatives
- Identifies market oriented occupations based on occupational map
- Obtains occupational standard benchmarks from other countries

Job Title: Deputy Director for Occupational Standard Development – G4

Qualification: At least a Bachelor Degree in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

- Assists the Department Director according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Director during her/his absence
- Reports directly to the Director for Occupational Standard Management

Specific roles and Responsibilities:

- Works with sectors on identifying number and level of required workforce at TVET level
- Reviews Assessment and Certification directives, Manuals and guidelines
- Facilitates reviewing of Occupational standards when necessary
- Follows up and facilitates curriculum development process based on the occupational standard
- Follows up and facilitates Development of TTLM (Training, Teaching and Learning Materials)
- Follows up publishing and distribution of curriculum to the Institutions/TVET Schools / centres
- Monitors and evaluates the training provisions of the TVET institutions/schools/centres to assess training process
- Facilitates preparation of Assessment Tools based on the Occupational Standards

Job Title: Technical Officer for Occupational Standard Development – G5

Qualification: At least a Bachelor Degree in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

- Prepares individual action plan and assist development of plans for Department
- Prepares and submits individual accomplishment report regularly

Specific roles and Responsibilities:

- Works with sectors on preparing and reviewing occupational maps and standards
- Edits and dispatches developed occupational standards for curriculum developers and Assessment tool developers
- Provides Assessment Methodology Training for the assessors
- Coordinates between Examination Secretariat and TVET institutions/schools/centres to produce accredited Assessors and certify them
- Monitors and evaluates the assessment process together with National Examination Secretariat
- Facilitates offering of National certificate for the competent students who passed National Assessment

Job Title: Senior Inspector for Occupational Standard Development – G7

Qualification: At least a Diploma in one of TVET fields

Experience: At least five years working in TVET

General Job-descriptions:

- Coordinates and manages National Inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the state-level inspectors to build systems of inspection to be carried out.

Specific roles and Responsibilities:

- Facilitates occupational standard development for different trades in different sectors
- Facilitates curriculum development process based on the occupational standard
- Facilitates development of TTLM (Training, Teaching and Learning Materials)
- Facilitates distribution of curriculum to the Institutions/TVET Schools /centres
- Monitors and evaluates the training provisions of the TVET institutions/schools/centres to assess training process and quality
- Facilitates preparation of Assessment Tools

Job Title: Inspector for Occupational Standard Development – G8

Qualification: At least a Diploma in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

- Assists in National Inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State-level Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned by his/her Supervisors

Specific roles and responsibilities:

- Facilitates occupational standard development for different trades
- Facilitates curriculum development process based on the occupational standard
- Facilitates development of TTLM (Training, Teaching and Learning Materials)
- Facilitates distribution of curriculum to the Institutions/TVET Schools /centres
- Inspects the training provision of TVET schools/institutions

- Facilitates preparation of Assessment Tools based on the Occupational Standards

Job Title: Director for National TVET Institutions – G3

Qualification: Master Degree in one of TVET fields

Experience: At least five years working in TVET

General Job-descriptions:

- Oversees the planned activities of the Departments for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities of the Department, productivity and performance of Department
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly.
- Reports directly to the Director General for TVET

Specific roles and responsibilities:

- Prepares strategic plans for the expansion of National and Private TVET institutions
- Prepares Strategic Plan for teachers/trainers development
- Prepares directives and guidelines for the privileges and benefits of Teachers/trainers and institutional heads
- Follows up effective and efficient utilization of resources and funds offered for capacity building of institutions
- Proposes the procurement of required Training Materials, tools, equipment and machineries
- Approves and disapproves the proposals regarding accreditation of private institutions

Job Title: Deputy Director for National TVET Institutions – G4

Qualification: At least a Bachelor Degree in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

- Assists the Department Director according to prescribed and approved scopes of work.
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Director during her/his absence.
- Reports directly to the Director for National TVET Institutions

Specific roles and responsibilities:

- Prepares strategic plans for the expansion of National TVET institutions

- Identifies the necessary Training Materials and facilitates procurement
- Prepares Strategic Plan of teachers/trainers development for national and state owned institutions
- Prepares directives for capacity building of TVET institution leaders/heads
- Works closely with NGOs who support TVET
- Monitors and evaluates effective resource utilization of institutions
- Conducts institutional performance Assessment

Job Title: Technical Officer for National TVET Institutions – G5

Qualification: At least a Bachelor Degree in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

- Prepares individual action plan and assists in development of plans for the Department
- Prepares and submits individual accomplishment report regularly

Specific roles and Responsibilities:

- Facilitates the competition of National TVET institutions for development and better performance
- Finds and facilitates scholarships for TVET teachers/trainers
- Develops checklists to evaluate the performance of trainers
- Identifies the necessary Training Materials and facilitate procurement
- Monitors and evaluates effective training resource utilization by institutions
- Facilitates hiring of trainers when necessary

Job Title: Senior Inspector for National TVET Institutions – G7

Qualification: At least a Diploma in one of TVET fields

Experience: At least five years working in TVET

General Job-descriptions:

- Coordinates and manages National Inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State-level inspectors to build systems of inspection to be carried out.

Specific roles and Responsibilities:

- Conducts institutional performance Assessment

- Prepares proposals for the improvement of performance of national TVET institutions
- Ranks National TVET institutions based on their performance
- Monitors and evaluates the performance of the trainers/teachers
- Conducts skills gap study on trainers and facilitates skills gap training

Job Title: Inspector for National TVET Institutions – G8

Qualification: At least a Diploma in one of TVET fields

Experience: At least five years working in TVET

General Job-descriptions:

- Assists in National Inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State-level inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him

Specific roles and Responsibilities:

- Monitors and evaluates the performance of the trainers/teachers in national TVET institutions
- Inspects national TVET schools and state base TVET schools
- Collects data on the national and state base TVET institutions

Job Title: Deputy Director for Private TVET Institutions – G4

Qualification: At least a Bachelor Degree in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

- Assists the Department Director according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Director during her/his absence
- Reports directly to the Department Director

Specific roles and responsibilities:

- Prepares strategic plans for the expansion of private TVET institutions
- Assesses the facilities of private TVET Institutions and propose for enhancing quality and relevance of training

- Prepares strategic plan of teachers/trainers development for private TVET institutions
- Prepares guidelines for the qualification of private teachers/trainers and TVET institution leaders
- Prepares directives to carry out accreditation of private institutions

Job Title: Technical Officer for Private TVET Institutions – G5

Qualification: At least a Bachelor Degree in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

- Prepares individual action plan and assist development of plans for department
- Prepares and submits individual accomplishment report regularly

Specific roles and Responsibilities:

- Facilitates the competition of Private TVET institutions for development and better performance
- Facilitates and Carries out accreditation of private institutions
- Conducts institutional performance assessment of private TVET institutions and propose areas of improvement
- Facilitates scholarships for private TVET teachers/trainers

Job Title: Senior Inspector for Private TVET Institutions – G7

Qualification: At least a Diploma in one of TVET fields

Experience: At least five years working in TVET

General Job-descriptions:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the state-level inspectors to build systems of inspection to be carried out.

Specific roles and Responsibilities:

- Conducts institutional performance Assessment of private TVET institutions
- Prepares proposals for the improvement of performance of private TVET institutions
- Ranks private institutions based on their performance
- Monitors and evaluates the performance of the trainers/teachers of the private institutions

- Conducts skills gap study on trainers and facilitate skills gap training

Job Title: Inspector for Private TVET Institutions – G8

Qualification: At least a Diploma in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the state-level inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him

Specific roles and Responsibilities:

- Monitors and evaluates the performance of the trainers/teachers of private institutions
- Inspects private TVET schools both at national and state level
- Collects data on the national and state base private TVET institutions

Job Title: Director for Micro and Small Scale Enterprises’ Development – G3

Qualification: Master Degree in one of TVET fields

Experience: At least five years working in TVET

General Job-descriptions:

- Oversees the planned activities of the Departments for which he/she is responsible.
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities of the Department, the productivity and performance of Department.
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly.
- Reports directly to the Director General of the Directorate within which the Department resides.

Specific roles and responsibilities:

- Prepares strategic plan for the development of micro and small scale enterprises
- Prepares guidelines and working documents for micro and small scale enterprises development
- Creates awareness to the stakeholders and beneficiaries
- Coordinates with the responsible government bodies to organize job seekers and street children to give the technical and vocational training, and enable them to start their own

business at micro and small scale enterprise level

- Coordinates with responsible government bodies (micro finances, banks,..) to offer working capital and sheds to the organized and trained people (create opportunity for loan)
- Develops a guideline on how TVET institutions support Micro and Small Scale enterprises development
- Monitors and evaluates micro and small scale enterprises development activities

Job Title: Deputy Director for Department of Micro and Small Scale Enterprises' Development – G4

Qualification: At least a Bachelor Degree in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

- Assists the Department Director according to prescribed and approved scopes of work.
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Director during her/his absence.
- Reports directly to the Department Director.
- Specific roles and responsibilities
- Reviews guidelines and working documents for micro and small scale enterprises development
- Facilitates awareness creation for the stakeholders and beneficiaries on development of Micro and Small Scale enterprises
- Organizes training for the target groups (those to be hatched as micro and small scale enterprises)
- Coordinates with development partners and donors to access working capital for the trained and organized groups
- Monitors and evaluates micro and small scale enterprises development process

Job Title: Technical Officer for Micro and Small Scale Enterprises' Development – G5

Qualification: At least a Bachelor Degree in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

- Prepares individual action plan and assist development of plans for department
- Prepares and submits individual accomplishment report regularly

Specific roles and Responsibilities:

- Creates awareness for stakeholders on guidelines and working documents for micro and small scale enterprises development
- Facilitates support of partners for the development of micro and small scale enterprises
- Develops a guideline on how TVET institutions support Micro and Small Scale enterprises development

- Provides training for the micro and small scale enterprises development facilitators and state officials
- Follows up the process of implementation and proposes improvements

Job Title: Senior Inspector for Micro and Small Scale Enterprises' Development – G7

Qualification: At least a Diploma in one of TVET fields

Experience: At least five years working in TVET

General Job-descriptions:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the state-level inspectors to build systems of inspection to be carried out.

Specific roles and responsibilities:

- Collects the data of untrained job seekers and street children to be trained and organized as micro and small scale enterprise level
- Communicates with States and payams authorities to register the job seekers to be trained
- Organizes the training to be offered on different trade areas where by the trainees want to start business after they took training
- Facilitates and conducts short term training for the identified groups

Job Title: Inspector for Micro and Small Scale Enterprises' Development – G8

Qualification: At least a Diploma in one of TVET fields

Experience: At least three years working in TVET

General Job-descriptions:

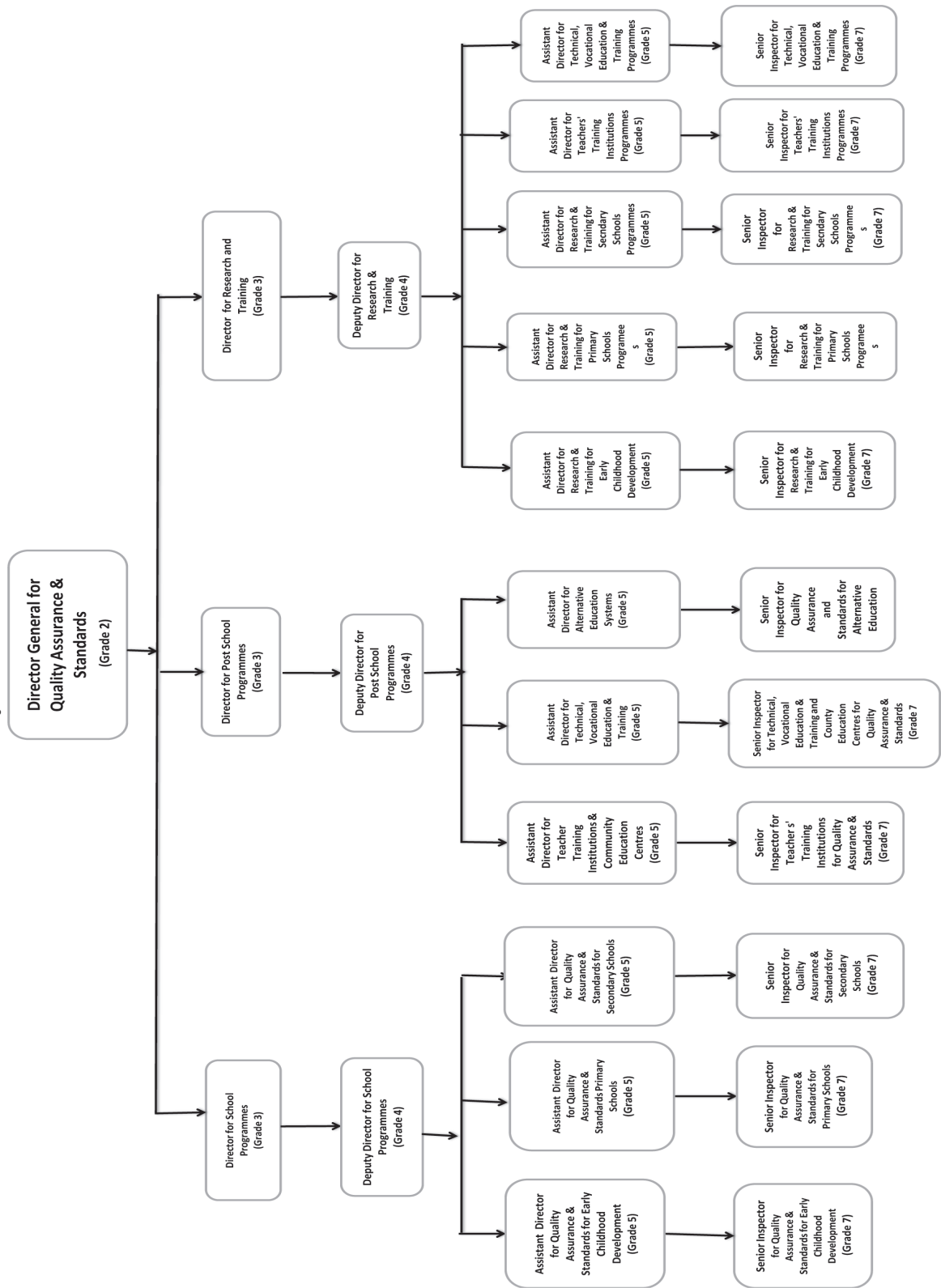
- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the States-level Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her/him by the Supervisors

Specific roles and Responsibilities:

- Facilitates the access of working capital and working sheds for the organized and trained groups
- Follows up over all process and facilitate how to assist functional Micro and Small Scale enterprises whenever they seek for support
- Builds the capacity of TVET trainers on how to support Micro and Small Scale enterprises
- Link the TVET institutions with Micro and Small Scale enterprises

CHAPTER SIX

STRUCTURE FOR DIRECTORATE FOR QUALITY ASSURANCE & STANDARDS



Directorate of Quality Assurance & Standards (QAS)

The mandate of QAS is to ensure development of Minimum **Standards**, on all areas pertaining to learning in and out of classroom are not only in place but being followed. It has also to put in place a strong team Of Inspectorates, Schools Supervisors and Advisors so that School Managers and Teachers are able to deliver services in line with the designated standards. The Directorate is to guarantee curricula compliance within the national aspiration as well as integration to international best practices.

b) Summary of Staffing

Director General – G2= 1

Directors- G3= 4

Deputy Directors- G4= 3

Assistant Directors-G5= 12

Senior Quality Assurance officers G7= 12

Total = 32

Job Title: Director General Quality Assurance - Grade: 2

Academic Qualification: Master Degree in Education

Experience: At least 7 years in Education

General Job Descriptions:

- Oversees and be accountable for the implementation of planned activities of the Directorate across South Sudan in cooperation with the State Ministries of Education, Science & Technology.
- Develops long and short term sector strategies and other responsibilities as spelled out in the Roles and Responsibility Code Book of RSS-MoEST.
- Accounts for implementation of planned activities, productivity & performance of the Directorate.
- Manages and Carries out performance appraisal of staff under his/her supervision
- Ensures that all personnel within the Directorate have precise scopes of work and performance targets that are monitored and reported regularly to the Undersecretary.
- Reports directly to the Undersecretary.

Specific Job Descriptions:

- Coordinates policy development activities at national level for MoEST
- Oversees implementation of planned QAS activities across the country to ensure uniformity in the quality of education Ensure the various Departments in the Directorate
- Produces Annual Work plans
- Coordinates Development Partners in the implementation of QAS activities at National, State and County levels
- Provides leaderships in development of Annual Budgets for the various departments of the Directorate
- Provides leadership in the management and implementation of the Department's budgets
- Provides leadership and oversees schools inspections and research activities

- Provides leadership in monitoring of QAS activities across the various levels of the country
- Provides leadership in ensuring inspection reports and documentations are well kept in verities of library forms
- Provides leadership in sensitization of stakeholders on education equality issues in the country
- Reports directly to the Undersecretary of General Education

Job Title: Director of QAS for School Programmes - Grade 3

Academic Qualification: Master Degree in Education

Experience: At least 5 years in Education

General Roles & Responsibilities:

- Developing, revising, and improvement of Quality Assurance and Standards for schools programmes
- .Organising forums for standards information-sharing (dissemination) of inspection reports of school programmes
- Conducting studies on issues surrounding quality of education standards and effectiveness within the domain of schools programmes
- Accounts for the implementation of quality assurance and school inspection programmes
- Monitors work performance of the staff in the department.

Specific roles and responsibilities:

- Develops long term strategies of education standards for effective improvement of school inspection programmes
- Develops annual activities of the department
- Manages the implementation of the department planned activities
- Develops and disseminate guidelines for ensuring education standards
- Develops capacity building strategies for the staff in the department
- Acts as a mentor to all the staff in the department
- Takes responsibility for professional self-improvement including reading widely, attending meetings and taking part in in-service training, workshops, conference and other professional development activities and when required by the Director General of QAS
- Leads up to 5 school inspection and quality assurance activities per a year
- Translates Education Policies on Quality Assurance, Standards and related issues into programmes

- Conducts occasionally schools inspection and quality assurance activities at the school levels in the counties
- Oversees implementation of school inspection and quality assurance activities in the schools
- Analyzes inspection reports for all school programmes from the States
- Disseminates analyzed reports on schools inspections activities to the public and stakeholders
- Monitors implementation of department activities
- Accounts for the Department budget execution
- Coordinates Departmental activities within and outside the Ministry
- Review Departmental programmes for effective implementation of activities
- Reports directly to the Director General of Quality Assurance and Standards

Job Title: Director of QAS for Post School Programmes - Grade 3

Academic Qualification: Master Degree in Education

Experience: At least 5 years in Education

General Roles and responsibilities:

- Oversees the planned activities of the Departments for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of planned activities of the Department, productivity and performance of Department.
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly.
- Reports directly to the Director General

Specific roles and responsibilities:

- Develops long term strategies of education standards for effective improvement of school inspection programmes
- Develops annual activities of the Department
- Manages the implementation of the Department planned activities
- Developing, revising, and improvement of Quality Assurance and Standards for post schools programmes
- Organising forums for standards information-sharing (dissemination) of inspection reports of post schools programmes

- Conducting studies on issues surrounding quality of education standards and effectiveness in the domain of post schools programmes
- Monitors work performance of the staff in the Department
- Develops and disseminates guidelines for ensuring education standards
- Develops capacity building strategies for the staff in the department
- Responsible for professional self-improvement including reading widely, attending meetings and taking part in in-service training, workshops, conference and other professional development activities and when required by the Director General of QAS
- Leads up to 5 school inspection and quality assurance activities per a year
- Translates Education Policies on Quality Assurance, Standards and related issues into programmes
- Conducts occasionally schools inspection and quality assurance activities at the post school levels in the counties
- Oversees implementation of school inspection and quality assurance activities at post schools levels
- Analyzes inspection reports for all post school programmes from the States
- Disseminates analyzed reports on schools inspections activities to the public and stakeholders
- Monitors implementation of department activities
- Accounts for the department budget execution
- Coordinates Departmental activities within and outside the ministry
- Reviews Departmental programmes for effective implementation of activities

Job Title: Director of Research & Training - Grade 3

Academic Qualification: Master Degree in Education

Experience: At least 5 years in Education

General Roles and responsibilities:

- Oversees the planned activities of the Departments for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of planned activities of the Department, productivity and performance of Department.
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General of the Directorate within which the Department resides.

- Developing data collection tools and monitoring and evaluation reporting forms for quality assurance of all education programmes
- Conducting research to assess and evaluate effectiveness of education policies
- Planning and implementing activities for strengthening management and service delivery for schools and post school programmes
- Creating a resource centre to aid in archiving of educational information and related policies
- Supervising and monitoring work performances of all staff in the department
- Disseminating information and publications related to research findings on education programmes (media and communications)

Specific Roles and responsibilities:

- Develops long term researching strategies to inform education practices
- Preparing and implementing Annual Research activities for the department
- Leads budget preparation for the department
- Reviewing policies and planned activities for effective implementation of programmes
- Disseminating research findings to enhance planning and policy development and related information
- Establishing and developing research data base on quality assurance and related issues for all programme areas;
- Responsible for professional self-improvement including reading widely, attending meetings and taking part in in-service training, workshops, conference and other professional development activities and when required by the Director General of QAS
- Leads up to 5 school inspection and quality assurance research activities per a year
- Developing data collection tools and monitoring and evaluation reporting forms for quality assurance of all education programmes
- Conducting research to assess and evaluate effectiveness of education policies
- Planning and implementing activities for strengthening management and service delivery for schools and post school programmes
- Creating a resource center to aid in archiving of educational information and related policies
- Supervising and monitoring work performances of all staff in the department
- Disseminating information and publications related to research findings on education programmes (media and communications)
- Coordinating studies on issues surrounding the effectiveness of quality teaching, development and management of programmes

- Supporting in identification of needs for professional development and human resource capacity development
- Supporting in identification of needs for instructional materials, and Education Standards across all the programmes
- Assessing and evaluating effectiveness of education innovations and development in all schools and post school programmes
- Documenting research studies and publications carried out on education in schools and post school programmes
- Disseminating studies results to appropriate departments and other key education stakeholders
- Monitors implementation of department activities
- Accounts for the department budget execution

Job Title: Deputy Director School Programmes - Grade 3

Academic Qualification: At least Bachelor degree in Education.

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Assists the Department Director according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Director during her/his absence
- Reports directly to the Department Director

Specific roles and responsibilities:

- Supports in development of Annual Plans for the Department
- Promotes the implementation of Department strategic plans
- Coordinates dissemination of guidelines for promotion of Quality Assurance and Standards
- Contributes in carrying out quality control activities on school inspection programmes
- Acts as a mentor to the Assistant Director and Senior Quality Assurance and Standards Officers as and when required
- Leads up to 7 school inspection and quality assurance activities per a year
- Assists in overseeing school inspection and quality assurance activities throughout the year
- Provides advice and guidance throughout the inspection as deemed appropriate or on request by the Assistant Directors or Senior Quality Assurance and Standards Officers at all the levels

- Reviews and approves draft inspection reports prepared by the Assistant Directors and the Senior QAS Officers
- Ensures that all members of the inspection team meet the required criteria for the school inspection
- Contributes in the development of national strategy and policy with regard to the Educational Quality Assurance and Standards in general and school improvement through inspection in particular
- Assists in contributing to research and reports concerning school quality and improvement as required
- Assists, contributes and coordinates in management of small queries and complaints directed to the Ministry regarding school inspection activities
- Assists in monitoring of inspections target set by the States and intervene when necessary
- Carry out any other duties appropriate with the grade of the post as reasonably required by the Director
- Reports directly to the Director of Quality Assurance and Standards for School Programmes

Job Title: Deputy Director of Post School Programmes - Grade 4

Qualification: At least Bachelor Degree in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Assists the Department Director according to prescribed and approved scope of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Director during her/his absence
- Reports directly to the Department Director

Specific roles and responsibilities:

- Supports in development of Annual Plans for the Department
- Promotes the implementation of Department Strategic Plans
- Coordinates dissemination of guidelines for promotion of Quality Assurance and Standards
- Contributes in carrying out quality control activities on post school inspection programmes
- Acts as a mentor to the Assistant Director and Senior Quality Assurance and Standards Officers as and when required to do so by the Director
- Leads up to 7 post school inspection and quality assurance activities per a year
- Assists in overseeing post school inspection and quality assurance activities throughout the year

- Provides advice and guidance throughout the inspection as deemed appropriate or on request by the Assistant Directors or Senior Quality Assurance and Standards Officers at all the levels
- Reviews and approves draft inspection reports prepared by the Assistant Directors and the Senior QAS Officers on post school programmes
- Ensures that all members of the inspection team meet the required criteria for the post school inspection programmes
- Contributes in the development of national strategy and policy with regard to the educational quality assurance and standards in general and post school improvement through inspection in particular
- Assists in contributing to research and reports concerning post school quality and improvement as required
- Assists, contributes and coordinates in management of small queries and complaints directed to the Ministry regarding post school inspection activities
- Assists in monitoring of inspections target set by the states on post school programmes and intervenes when necessary
- Carries out any other duties appropriate with the grade of the post as reasonably required by the Director
- Reports directly to the Director of Quality Assurance and Standards for Post School Programmes

Job Title: Deputy Director of QAS for Research and Training - Grade 4

Qualification: At least Bachelor Degree in Education.

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Assists the Department Director according to prescribed and approved scopes of work.
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Director during her/his absence.
- Reports directly to the Department Director.

Specific roles and responsibilities:

- Supports in development of Annual Plans for the department
- Promotes the implementation of department strategic plans
- Coordinates dissemination of research recommendation and guidelines for promotion of Quality Assurance and Standards and related practices
- Contributes in carrying out quality control activities on all inspection programmes

- Acts as a mentor to the Assistant Director and Senior Quality Assurance and Standards Officers as and when required to do so by the Director
- Leads up to at least 7 research enquiries and inspection and quality assurance activities per a year
- Assists in overseeing implementation of research recommendations on all school programmes and quality assurance activities throughout the year
- Provides advice and guidance to schools while conducting research and training as deemed appropriate
- Reviews and approves research processes and reports prepared by the Assistant Directors and the Senior QAS Officers on post school programmes
- Ensures that all members meet the required criteria for conducting education research and development programmes
- Contributes in the development of national strategy and policy with regard to the Educational Quality Assurance and Standards in general and implementation of education programmes in particular
- Assists in contributing to research and reports concerning quality assurance and improvement when required
- Assists, contributes and coordinates in management of queries and complaints directed to the Ministry regarding research outcomes documentations on quality assurance and standards
- Assists in monitoring of research activities at National, States and Counties levels
- Carries out any other duties assigned by his/her Supervisors
- Reports directly to the Director of Quality Assurance and Standards for Research & Training

Job Title: Assistant Director QAS of Early Childhood Education (ECD) - Grade 4

Academic Qualification: At least Bachelor Degree in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State Inspectors to build systems of inspection to be carried out
- Reports directly to the Department Deputy Director

Specific roles and responsibilities:

- Contributes in the development of Department strategic direction and Work Plan in the area of early childhood education development and training

- Assists in the implementation and monitoring of plans related to ECD education
- Reviews inspection reports on ECD and makes draft to the Deputy Directors
- Leads inspection on ECD in the States
- Mentors the Quality Assurance and Standards Officers when required
- Participates and leads up to at least 10 inspections and quality assurance activities per a year
- Provides guidance on quality assurance during and after inspection throughout the year
- Participates in the review of inspection reports and forwards it for further approval to the Deputy Director
- Coordinates in undertaking research studies on ECD
- Participates in review and development of ECD inspection processes
- Ensures code of conduct for ECD schools inspection is observed
- Ensures members of QAS officers are involved in inspections and are qualified and competent
- Carries out any other duties assigned by his/her Supervisors

Job Title: Assistant Director QAS of Primary Schools - Grade 5

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State Inspectors to build systems of inspection to be carried out
- Reports to the Deputy Director

Specific roles and responsibilities:

- Participates in the development of Department strategic direction and Work Plan in the area of Primary education
- Assists in the implementation and monitoring of plans related to Primary Schools education
- Reviews inspection reports on primary schools and makes draft to the Deputy Directors
- Leads inspectors on Primary schools inspection and quality assurance and standards at schools in the states
- Mentors Quality Assurance and Standards Officers when required

- Participates and leads up to at least 10 primary schools inspections and quality assurance activities per a year
- Provides guidance on quality assurance issues during and after inspection throughout the year
- Participates in review of inspection reports on primary schools and forwards for further approval to the Deputy Director
- Coordinates in undertaking research studies on primary schools
- Participates in review and development of primary schools inspection processes
- Ensures code of conduct for Primary schools inspection is observed
- Ensures QAS officers are involved in inspections and are qualified and competent
- Carries out any other duties assigned by his/her Supervisors

Job Title: Assistant Director QAS of Secondary Schools - Grade 5

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the state-level inspectors to build systems of inspection to be carried out
- Reports to Deputy Director

Specific roles and responsibilities:

- Participates in the development of Department strategic direction and Work Plan in the area of Secondary Education
- Assists in the implementation and monitoring of planned related to secondary schools education
- Reviews inspection reports on secondary schools and makes draft to the Deputy Directors
- Leads inspection on secondary schools inspection, quality assurance and standards at schools in the States
- Leads up to at least 10 inspection on quality assurance and standards activities per a year
- Mentors Quality Assurance and Standards Officers when required
- Provides guidance on quality assurance and related education issues during and after inspection throughout the year
- Contributes in the review of inspection reports prepared by the QAS Officers and forward for further approval to the Deputy Director

- Coordinates and assist in undertaking research studies on secondary schools
- Participates in review and development of secondary schools inspection processes
- Ensures code of conduct for schools inspectors is adhered to
- Ensures QAS officers involved in inspections and are qualified and competent
- Carries out any other duties assigned by his/her Supervisors

Job Title: Assistant Director QAS of TTIs & CECs - Grade 5

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the state-level inspectors to build systems of inspection to be carried out
- Reports directly to Deputy Director

Specific roles and responsibilities:

- Participates in the development of Department strategic direction and Work Plan in the area of TTIs & CECs
- Assist in the implementation and monitoring of plans related to TTIs & CECs education
- Reviews inspection reports on TTIs & CECs and make draft to the Deputy Directors
- Leads inspectors on TTIs & CECs inspection and quality assurance and standards at schools in the States
- Leads up to at least 10 inspection and quality assurance and standards activities per a year
- Mentors Quality Assurance and Standards Officers when required
- Provides guidance on quality assurance issues during and after inspection throughout the year
- Reviews of inspection reports prepared by the QAS Officers and forward for further approval to the Deputy Director
- Coordinates in undertaking research studies on TTIs & CECs
- Participates in review and development of TTIs & CECs inspection processes
- Ensures code of conduct for TTIs & CECs schools inspection are observed
- Ensures QAS officers are involved in inspections and are qualified and competent
- Carries out any other duties assigned by his/her Supervisors

Job Title: Assistant Director QAS of AES - Grade 5

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State Inspectors to build systems of inspection to be carried out
- Reports directly to the Department Deputy Director

Specific roles and responsibilities:

- Participates in the development of Department strategic direction and Work Plan in the area of AES education Development and Training
- Assists in implementation and monitoring of plan related to AES education
- Reviews inspection reports on AES and make drafts to the Deputy Directors
- Leads inspection on secondary schools, quality assurance and standards at schools in the States
- Leads up to at least 10 inspection and quality assurance and standards activities per a year
- Mentors Quality Assurance and Standards Officers when required
- Provides guidance on quality assurance issues during and after inspection throughout the year
- Participates in review of inspection reports prepared by the QAS Officers and forwards for further approval to the Deputy Director
- Coordinate undertaking research studies on AES
- Participates in review and development of AES inspection processes
- Ensures code of conduct for AES schools inspection is observed
- Ensures QAS officers are involved in inspections and are qualified, competent
- Carries out any other duties assigned by his/her Supervisors

Job Title: Assistant Director QAS Technical, Vocational Education and Training (TVET) - Grade 5

Academic Qualification: At least Bachelor Degree in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.

- Carries out performance appraisal of staff under his/her supervision
- Works closely with the state-level inspectors to build systems of inspection to be carried out
- Reports directly to the Department Deputy Director

Specific roles and responsibilities:

- Participates in the development of department strategic direction and work plan in the area of TVET Development and Training
- Assists in the implementation and monitoring of plans related to TVET education
- Reviews inspection reports on TVET and makes draft to the Deputy Directors
- Leads inspection on TVET, quality assurance and standards at schools in the States
- Mentors Quality Assurance and Standards Officers when required
- Leads up to at least 10 inspections and quality assurance activities per a year
- Provides guidance on quality assurance issues during and after inspection throughout the year
- Participates in the review of inspection reports prepared by the QAS Officers and forwards for further approval to the Deputy Director
- Coordinate undertaking research studies on TVET
- Participates in review and development of TVET inspection processes
- Ensures code of conduct for TVET schools inspection is observed
- Ensures QAS officers are involved in inspections and are qualified, competent inspectors
- Carries out any other duties assigned by his/her Supervisors

Job Title: Assistant Director of Research & Training for ECD - Grade: 5

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with State inspectors to build systems of inspection to be carried out
- Reports directly to the Department Deputy Director

Specific roles and responsibilities:

- Contribute in the development of department strategic direction and work plan in the area of research studies on ECD education Development and Training programmes

- Assists in implementation and monitoring of plans related to ECD education
- Reviews inspection reports on ECD to inform research direction and agendas
- Participates in conducting research studies on ECD and provide technical feedback to institutions for effective innovation and management
- Mentors QAS Officers when required
- Leads up to at least 5 research studies on ECD per a year
- Provides guidance on quality assurance issues through dissemination of research findings
- Coordinates undertaking research studies on ECD
- Participates in review and development of ECD inspection processes
- Ensures code of conduct in research is observed
- Ensures QAS R&T Officers are involved in research studies and training
- Ensures QAS R&T Officers are qualified, competent and effective inspectors
- Carries out any other duties assigned by his/her Principals

Job Title: Assistant Director of Research and Training for Primary Schools - Grade 5

Academic Qualification: At least Bachelor in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the state-level inspectors to build systems of inspection to be carried out
- Reports directly to the Department Deputy Director

Specific roles and responsibilities:

- Participates in the development of Department strategic direction and Work Plan in the area of research studies on Primary education
- Assists in the implementation and monitoring of plans related to primary education
- Reviews inspection reports on primary schools to inform research direction and agenda
- Participates in conducting research studies on Primary Education and provides technical feedback to institutions for effective innovation and management
- Mentors QAS Officers when required
- Leads up to at least 5 research studies on Primary Education per a year

- Provides guidance on quality assurance issues through dissemination of research findings
- Coordinates undertaking research studies on Primary Education
- Participates in review and development of Primary Education inspection processes
- Ensures code of conduct and research ethics are observed
- Ensures QAS R&T Officers are involved in research studies and training
- Ensures QAS R&T Officers are qualified, competent and effective inspectors
- Carries out any other duties assigned by his/her Principals

Job Title: Assistant Director of Research & Training for Secondary Schools - Grade 5

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the state-level inspectors to build systems of inspection to be carried out
- Reports directly to the Department Deputy Director

Specific roles and responsibilities:

- Participates in the development of Department strategic direction and Work Plan in the area of research studies on Secondary education
- Assists in implementation and monitoring of plans related to secondary schools education
- Reviews inspection reports on Secondary Education to inform research direction and agendas
- Participates in conducting research studies on Secondary Education and provide technical feedback to institutions for effective innovation and management
- Mentors QAS Officers when required
- Leads up to at least 5 research studies on Secondary Education per a year
- Provides guidance on quality assurance related issues through dissemination of research findings
- Coordinates undertaking research studies on secondary schools
- Participates in review and development of secondary schools inspection processes
- Ensures code of conduct and research ethics are observed
- Ensures QAS R&T Officers are involved in research studies and training

- Ensures QAS R&T Officers are qualified, competent and effective inspectors
- Carries out any other duties assigned by his/her Supervisors

Job Title: Assistant Director of Research & Training for TTIs & CECs - Grade 5

Academic Qualification: At least Bachelor in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State Inspectors to build systems of inspection to be carried out
- Reports directly to the Department Deputy Director

Specific roles and responsibilities:

- Participates in the development of Department strategic direction and Work Plan in the area of research studies on TTIs & CECs education
- Assists in the implementation and monitoring of plans related to TTIs & CECs education
- Reviews inspection reports on TTIs & CECs to inform research direction and agenda
- Participates in conducting research studies on TTIs & CECs and provides technical feedback to institutions for effective innovation and management
- Mentors QAS Officers when required
- Leads up to at least 5 research studies on TTIs & CECs per a year
- Provides guidance on quality assurance and related education issues through dissemination of research findings
- Coordinates undertaking research studies on TTIs & CECs
- Participates in review and development of TTIs & CECs inspection processes
- Ensures code of conduct and research ethics are observed
- Ensure QAS R&T Officers are involved in research studies and training
- Ensure QAS R&T Officers are qualified, competent and effective inspectors
- Carries out any other duties assigned by his/her Supervisors

Job Title: Assistant Director of Research & Training for AES - Grade 5

Academic Qualification: At least Bachelor Degree in Education

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State inspectors to build systems of inspection to be carried out
- Reports directly to the Department Deputy Director

Specific roles and responsibilities:

- Participates in the development of Department strategic direction and Work Plan in the area of research studies on AES education
- Assists in the implementation and monitoring of plans related to AES education
- Reviews inspection reports on AES to inform research direction and agenda
- Participates in conducting research studies on AES and provides technical feedback to institutions for effective innovation and management
- Mentors QAS Officers when required
- Leads up to at least 5 research studies on AES per a year
- Provides guidance on quality assurance related issues through dissemination of research findings
- Coordinates undertaking research studies on AES
- Participates in review and development of AES inspection processes
- Ensures code of conduct and research ethics are observed
- Ensure QAS R&T Officers involved in research studies and training
- Ensure QAS R&T Officers are qualified, competent and effective inspectors
- Carries out any other duties assigned by his/her Supervisors

Job Title: Assistant Director of Research & Training for TVET - Grade 5

Academic Qualification: At least Bachelor Degree in Education:

Experience: At least 3 years in Education

General Roles and Responsibilities:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State inspectors to build systems of inspection to be carried out
- Reports directly to the Department Deputy Director

Specific roles and responsibilities:

- Participates in the development of Department strategic direction and Work Plan in the area of research studies on TVET education
- Assists in the implementation and monitoring of plans related to TVET education
- Reviews inspection reports on TVET to inform research direction and agenda
- Participates in conducting research studies on TVET and provides technical feedback to institutions for effective innovation and management
- Mentors QAS Officers when required
- Leads up to at least 5 research studies on TVET per a year
- Provides guidance on quality assurance and related education issues through dissemination of research findings
- Coordinates undertaking research studies on TVET
- Participates in review and development of TVET inspection processes
- Ensures code of conduct and research ethics
- Ensures QAS R&T Officers are involved in research studies and training
- Ensure QAS R&T Officers are qualified, competent and effective inspectors
- Carries out any other duties assigned by his/her Supervisors

Job Title: Senior QAS Officer for Early Childhood Development (ECD) - Grade 7

Academic qualification: At least a Diploma in ECD

Experience: At least five years in ECD field

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned to her / him

Specific roles and responsibilities:

- Oversees the inspection of ECD in the country
- Reviews Inspection Reports on ECD and prepares Draft Reports
- Leads inspection teams at county on quality assurance visits when assigned

- As lead inspection team, collects evidence from observations, discussions as well as from documents, and recording and summarizing the evidence in to reports
- Ensures inspection team are qualified, competent and effective inspectors
- Provides feedback and constructive advice to ECD schools during inspection visits
- Taking part in at least 40 ECD school inspection and quality assurance activities per year across the country
- Participates in development of written reports on inspections in line with agreed formats
- Provides advice and assistance to CED schools on quality improvement
- Contributes to the review and development of school inspection process
- Undertakes training and professional development
- Ensures code of code for school inspectors is observed
- Contributes to research and reports concerning ECD schools improvement and related quality issues
- Assists in preparing list of schools to be inspected by the national inspection teams
- Carries out other duties related to quality assurance and standards of school education as assigned by the Department
- Reports directly to the Assistant Director of Quality Assurance and Standards

Job Title: Senior QASO for Primary Schools - Grade 7

Academic qualification: At least a Diploma in Education

Experience: At least 5 years in Education

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned to her / him

Specific roles and responsibilities of the Senior QAS for Primary Schools

- Oversees the inspection of primary schools in the country
- Reviews Inspection Reports on primary schools and prepares Draft Reports
- Leads inspection teams at county on quality assurance visits when assigned

- As lead inspection team, collects evidence from observations, discussions as well as from documents and records and summarizes the evidence into reports
- Ensures inspection team are qualified, competent and effective inspectors
- Provides feedback and constructive advice to primary schools during inspection visits
- Taking part in at least 40 primary schools inspection and quality assurance activities per year across the country
- Participates in development of written reports on inspections in line with agreed formats
- Provides advice and assistants to primary schools on quality improvement
- Participates in review and development of school inspection process
- Undertakes training and professional development
- Ensures code of conduct for school inspectors is observed
- Contributes to research and reports concerning primary schools improvement and related quality issues
- Assists in preparing list of schools to be inspected by the national inspection teams
- Carries out other duties related to quality assurance and standards of school education as assigned by the Department
- Reports directly to the Assistant Director of Quality Assurance and Standards for Primary Schools

Job Title: Senior QASO for Secondary Schools - Grade 7

Academic qualification: At least Diploma in Education

Experience: At least 5 years in Education

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned to her / him

Specific roles and responsibilities of the Senior QAS for ECD

- Oversees the inspection of Secondary Schools in the country
- Reviews Inspection Reports on Secondary Schools and prepares Draft Reports
- Leads inspection teams at county on quality assurance visits when assigned

- As lead inspection team, collects evidence from observations, discussions as well as from documents and records and summarizes the evidence into reports
- Ensures inspection team are qualified, competent and effective inspectors
- Provides feedback and constructive advice to Secondary Schools following inspection visits
- Taking part in at least 40 Secondary Schools inspection and quality assurance activities per a year across the country
- Participates in development of written reports on inspections in line with agreed formats
- Provides advice and assistants to Secondary schools on quality improvement
- Contributes to the review and development of school inspection process
- Undertakes training and Professional Development
- Ensures code of conduct for school inspectors is observed
- Contributes to research and reports concerning Secondary Schools improvement and related quality issues
- Assists in preparing list of schools to be inspected by the national inspection teams
- Carries out other duties related to quality assurance and standards of school education as directed by the Department
- Reports directly to the Assistant Director of Quality Assurance and Standards for Secondary Schools

Job Title: Senior QASO for Teacher Training Institutions & County Education Centers (TTIs & CECs) - Grade 7

Academic qualification: At least Diploma in Education

Experience: At least 5 years in Education

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned to her / him

Specific roles and responsibilities:

- Oversees the inspection of TTIs& CECs in the country
- Reviews submitted inspection reports on TTIs & CECs and prepares draft reports

- Leads inspection teams at county on quality assurance visits
- As lead inspection team, collects evidence from observations, discussions as well as from documents, and recording and summarizing the evidence in the reports
- Ensures inspection team are qualified, competent and effective inspectors
- Provides feedback and constructive advice to TTIs &CECs schools following inspection visits
- Taking part in at least 40 TTIs &CECs school inspection and quality assurance activities per a year across the country
- Participates in development of written reports on inspections in line with agreed formats
- Provides advice and assistants to TTIs &CECs on quality improvement
- Participates in review and development of TTIs &CECs inspection process
- Undertakes training and professional development
- Ensures code of conduct for school inspectors is observed
- Contributes to research and reports concerning TTIs &CECs schools improvement and related quality issues
- Assist in preparing list of TTIs & CECs to be inspected by the national inspection teams
- Carries out other duties related to quality assurance and standards of school education as assigned by the Department
- Reports directly to the Assistant Director of Quality Assurance and Standards for TTIs & CECs

Job Title: Senior QAS Officer for AES - Grade 7

Academic qualification: At least Diploma in Education

Experience: At least 5 years in Education

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned to her / him

Specific roles and responsibilities:

- Oversees the inspection of AES programs in the country
- Reviews submitted inspection reports on AES centers and prepares draft reports

- Leads inspection teams at county on quality assurance visits when assigned
- As lead inspection team, collects evidence from observations, discussions as well as from documents and records and summarizes the evidence into reports
- Ensures inspection team are qualified, competent and effective inspectors
- Provides feedback and constructive advice to AES centers following inspection visits
- Taking part in at least 40 AES centers inspection and quality assurance activities per a year across the country
- Participates in the development of written reports on inspections in line with agreed formats
- Provides advice and assistants to AES centers on quality improvement
- Participates in the review and development of school inspection process
- Undertakes training and professional development
- Ensures code of conduct for school inspectors is observed
- Contributes to research and reports concerning AES centers improvement and related quality issues
- Assists in preparing list of AES centers to be inspected by the national inspection teams
- Carries out other duties related to quality assurance and standards of the centers as assigned by the Department
- Reports directly to the Assistant Director of Quality Assurance and Standards for AES in the Directorate of Quality Assurance and Standards

Job Title: Senior QASO for TVET - Grade 7

Academic qualification: At least Diploma in Education

Experience: At least 5 years in Education

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State level inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned to her / him

Specific roles and responsibilities of the Senior QAS Officer for TVET

- Oversees the inspection of TVET centers in the country

- Reviews submitted inspection reports on TVET institution and prepares draft reports
- Leads inspection teams at county on quality assurance visits
- As lead inspection team, collects evidence from observations, discussions as well as from documents, and records and summarizes the evidence into reports
- Ensures inspection team are qualified, competent and effective inspectors
- Provides feedback and constructive advice to TVET institutions following inspection visits
- Taking part in at least 40 TVET schools inspection and quality assurance activities per a year across the country
- Participates in development of written reports on inspections in line with agreed formats
- Provide advice and assistants to TVET institutions on quality improvement
- Participates in the review and development of TVET inspection processes
- Undertakes training and professional development
- Ensures code of conduct for school inspectors is observed
- Contributes to research and reports concerning TVET institutions improvement and related quality issues
- Assists in preparing list of TVET institutions to be inspected by the national inspection teams
- Carries out other duties related to quality assurance and standards of TVET education as assigned by the Department
- Reports directly to the Assistant Director of Quality Assurance and Standards for TVET

Job Title: Senior QAS Officer of R&T for Early Childhood Development (ECD) - Grade 7

Academic qualification: At least Diploma in Education

Experience: At least 5 years in Education

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned to her / him

Specific roles and responsibilities:

- Supports coordination studies on issues surrounding CED education in the country

- Reviews inspection reports on ECD schools to inform research studies
- Participates in professional Human Resource Capacity Training and Development on ECD at different management levels
- Participates in data collection and evidence from observations, discussions and work scrutiny as well as from documents.
- Provides feedback and constructive advice to ECD schools following studies visits
- Takes part in at least 3 studies on ECD education service delivery per a year across the country
- Participates in development of written reports on ECD studies
- Provides advice and assistants to ECD schools on quality improvement and related issues
- Undertakes training and Professional Development
- Ensures code of conduct of research ethics is observed
- Carries out other duties related to research and training needs on ECD schools as assigned by the Department
- Reports directly to the Assistant Director of Quality Assurance and Standards of R&T for Early Childhood Development (ECD)

Job Title: Senior QAS Officer of R&T for Primary Schools - Grade 7

Academic qualification: At least Diploma in Education

Experience: At least 5 years in Education

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned to her / him

Specific roles and responsibilities:

- Supports coordination studies on issues surrounding Primary education in the country
- Reviews inspection reports on Primary schools to inform research studies
- Contributes in Professional Human Resource Capacity Training and Development for Primary education at different management levels
- Participates in data collection and evidence from observations, discussions and work scrutiny as well as from documents

- Provides feedback and constructive advice to primary schools following studies visits
- Take part in at least 3 studies on primary education service delivery per a year across the country
- Contributes to development of written reports on Primary school studies
- Provides advice and assistants to primary schools on quality improvement and related issues
- Undertakes training and Professional Development
- Ensures code of conduct of research ethics observed
- Carries out other duties related to research and training needs on ECD schools as assigned by the Supervisors
- Reports directly to the Assistant Director of Quality Assurance and Standards of R&T for Primary Schools

Job Title: Senior QAS Officer of R&T for Secondary Schools - Grade 7

Academic qualification: At least Diploma in Education

Experience: At least five years in Education

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned to her / him

Specific roles and responsibilities:

- Supports coordination studies on issues surrounding secondary education in the country
- Reviews inspection reports on secondary schools to inform research studies
- Participates in professional Human Resource capacity training and development for secondary schools at different management levels
- Participates in data collection and evidence from observations, discussions and work scrutiny as well as from documents and records and summarizes the evidence into reports
- Provides feedback and constructive advice to secondary schools following studies visits
- Takes part in at least 3 studies on secondary education service delivery per a year across the country
- Participates in development of written reports on secondary studies

- Provides advice and assistants to secondary schools on quality improvement and related issues
- Undertake training and professional development
- Ensures code of conduct of research ethics is observed
- Carries out other duties related to research and training needs on secondary schools as assigned by the Department
- Reports directly to the Assistant Director of Quality Assurance and Standards of R&T for Secondary Schools

Job Title: Senior QAS Officer of R&T for TTIs & CECs -Grade 7

Academic qualification: At least Diploma in Education

Experience: At least Diploma in Education

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned to her / him

Specific roles and responsibilities:

- Supports coordination studies on issues surrounding CED education in the country
- Reviews inspection reports on TTIs &CECs to inform research studies
- Participates in professional human resource capacity training and development on TTIs &CECs at different management levels
- Participates in data collection and evidence from observations, discussions and work scrutiny as well as from documents and records and summarizes the evidence in the reports
- Provides feedback and constructive advice to TTIs &CECs following studies visits
- Takes part in at least 3 studies on TTIs &CECs education service delivery per a year across the country
- Participates in the development of written reports on ECD studies
- Provides advice and assistants to TTIs &CECs on quality improvement and related issues
- Undertakes training and professional development
- Ensures code of conduct of research ethics is observed

- Carries out other duties related to research and training needs on TTIs &CECs as assigned by the Department
- Reports directly to the Assistant Director of Quality Assurance and Standards of R&T for TTIs & CECs

Job Title: Senior QAS Officer of R&T for Alternative Education System (AES) -Grade 7

Academic qualification: At least Diploma in Education

Experience: At least 5 years in Education

General Roles and Responsibilities:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned by his/her by Supervisors

Specific roles and responsibilities:

- Supports coordination studies on issues surrounding CED education in the country
- Reviews inspection reports on ECD schools to inform research studies
- Participates in professional Human Resource capacity training and development on ECD at different management levels
- Participates in data and evidence collection from observations, discussions and work scrutiny as well as from documents and records and summarizes the evidence into reports
- Provides feedback and constructive advice to ECD schools following studies visits
- Takes part in at least 3 studies on ECD education service delivery per year across the country
- Participates in the development of written reports on ECD studies
- Provides advice and assistants to ECD schools on quality improvement and related issues
- Undertakes Training and Professional Development
- Ensures code of code of research ethics is observed
- Carries out other duties related to research and training needs on ECD schools as assigned by the Department
- Reports directly to the Assistant Director of Quality Assurance and Standards of R&T for Early Childhood Development (ECD)

Job Title: Senior QAS Officer of R&T for Technical, Vocational Education and training (TVET)

Grade: 7

Academic qualification: At least Diploma in Education

Experience: At least 5years in Education

General Roles and Responsibilities:

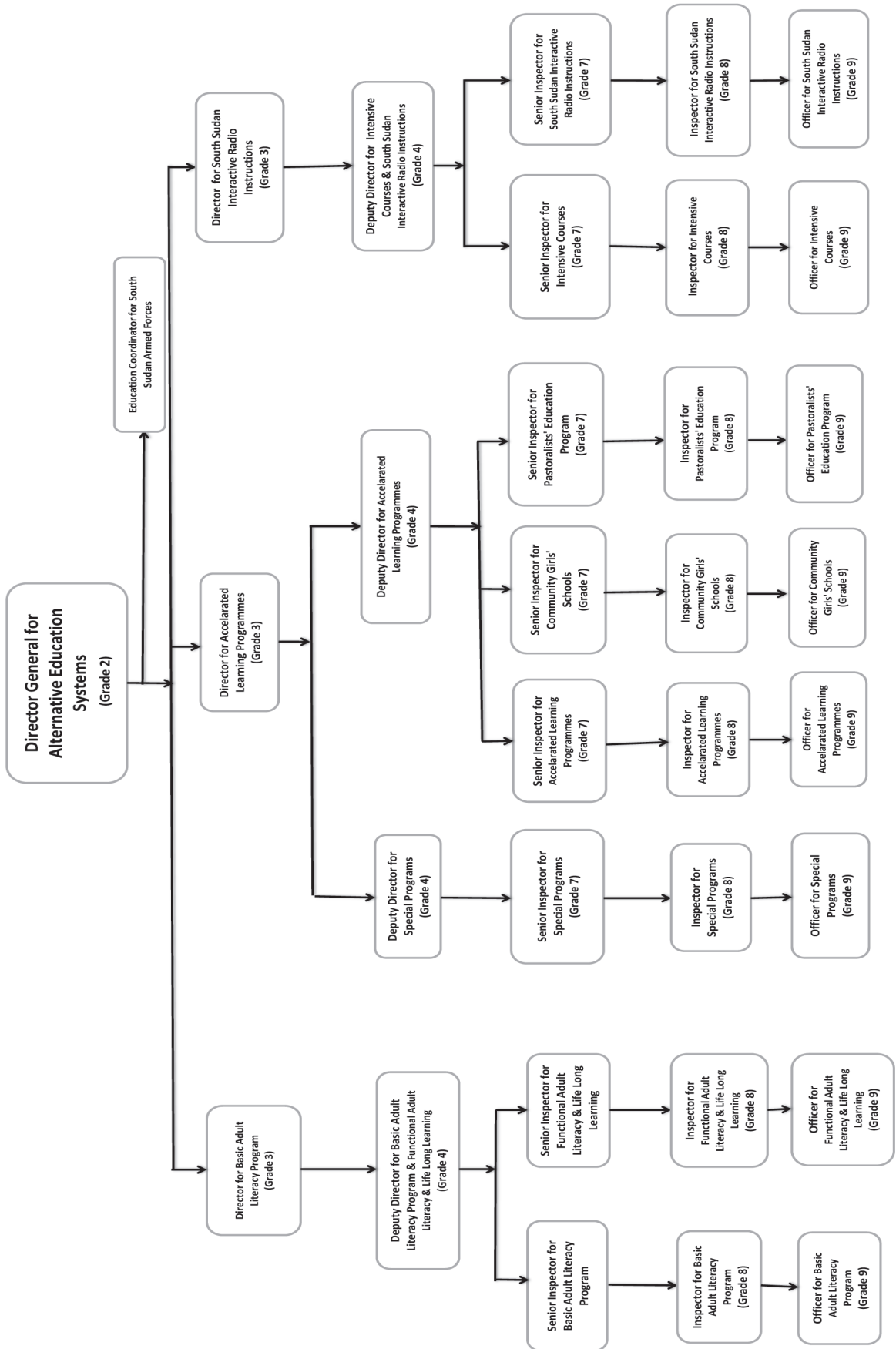
- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Assistant Director
- Performs all the duties as may be assigned by his/her Supervisors

Specific roles and responsibilities:

- Supports coordination studies on issues surrounding TVET education in the country
- Reviews inspection reports on TVET schools to inform research studies
- Participates in professional human resource capacity training and development for TVET at different management levels
- Participates in data collection and evidence from observations, discussions and work scrutiny as well as from documents, and records and summarizes the evidence into reports
- Provides feedback and constructive advice to TVET schools following studies visits
- Takes part in at least 3 studies on TVET education service delivery per a year across the country
- Participates in development of written reports on TVET studies
- Provides advice and assistants to TVET schools on quality improvement and related issues
- Undertakes Training and Professional Development
- Ensures code of conduct of research ethics is observed
- Carries out other duties related to research and training needs on TVET schools as assigned by the Department
- Reports directly to the Assistant Director

CHAPTER SEVEN

STRUCTURE FOR DIRECTORATE OF ALTERNATIVE EDUCATION SYSTEMS



Directorate of Alternative Education Systems

The mandate of AES is to coordinate programmes, develop policies and guidelines that promote education of youths and adults and reduce illiteracy rates in the new nation.

b) Summary of staffing

Director General (G2) = 1

Directors (3) = 3

Deputy Directors (4) = 4

Senior Inspectors (7) = 7

Inspectors (8) = 10

Assistant Inspectors (8) = 9

Total = 35

c) Job Description

Job Title: Director General – G2

Academic qualifications: Master Degree in Education

Experience: At least seven years serving in education

General Job-Description:

- Oversees and be accountable for the implementation of planned activities of the Directorate across South Sudan in cooperation with the State Ministries of Education
- Develops long and short term sector strategies and other responsibilities as spelled out in the Roles and Responsibility Code Book of RSS-MoEST.
- Accounts for implementation of planned activities, productivity & performance of the Directorate.
- Manages and carries out performance appraisal of staff under his/her supervision
- Ensures that all personnel within the Directorate have precise scopes of work and performance targets that are monitored and reported regularly to the Undersecretary
- Reports directly to the Undersecretary

Specific roles and responsibilities:

- Leads in the development of the Directorate Policy, Budget and ensures that all policy documents are disseminated and use in all the States
- Promotes good working and networking relations with the relevant education authorities, community leaders, civil society/non-governmental organizations
- Facilitates the strategic evaluation and planning for the development of education projects, including pursuing ideas and best practices for improving existing and future interventions
- Takes prompt and appropriate action to resolve existing and anticipated problems and address the concerns of stakeholders

- Monitors closely the overall project expenditures against the available budget, including the application of adequate internal control procedures and methods, authorizes purchases and payments and ensures satisfactory accountability of all project expenditures in line with MOE regulations
- Provides professional representation of AES Directorate at meetings with Government, Donor and Civil Society Partners.
- Builds Public Relation with Line Ministries, Education Partners and other Directorates within the Ministry of Education
- Ensures that appraisal is done to AES staff in accordance with Public Service Regulation
- Compiles all reports of the AES Directors as required by the Undersecretary
- Represents the Directorate at National and International conferences and events
- Oversees activities of Development Partners
- Responsible for issuing Registration Certificate for operating Basic Adult Literacy Centre
- Supervises the organisation of National and International of celebration International Literacy Day

Job Title: Education Coordinator for South Sudan Arm Forces

General Job-Description:

- Works closely with the AES Directorate and SSAFs education Secretariat including the other security organs education desks
- Reports to the AES Director General with copies to Security organs education desks

Specific roles and responsibilities:

- Co-ordinates education programmes of SSAFs in accordance with the Ministry of Education and SSAFs Secretariat of education policies and procedures, as well as donor guidelines.
- Builds effective communication networks and partnering relationships between the various stakeholder groups.
- Promotes and publicizes initiatives that increase awareness for education service delivery towards Security organs through project staff
- Collaborates with implementing partners and other stakeholders where appropriate
- Carries out regular field supervision and assessment of all project sites where project funds, materials and equipment are being utilized and checks on progress and quality of work done
- Prepares quarterly, bi-annual and annual reports for submission to AES directorate and Security Organs education Secretariat/Desks
- Participates in various assessment missions and provides oversight to data collection.

Job Title: Director for Accelerated Learning Programmes (ALPs) – G3

Academic qualification: Master Degree in education.

Experience: At least five years serving in education.

General Job-descriptions

- Oversees the planned activities of the Departments for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities of the Department, productivity and performance of Department
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly

Specific role and responsibilities

- Establishes and participates in appropriate procedures for planning, smooth implementation, internal monitoring and reporting of project activities in accordance with the AES Directorate
- Sets up relevant formats for regular communication and reporting for the Department
- Ensures that relevant programmatic goals are achieved and operational and reporting requirements are adhered to
- Compiles and submits regular field reports that monitor and measure program results
- Works with the State AES Directors to capture relevant data on ALP for the M&E system including tracking departmental progress on Work Plan activities and objectives
- Creates robust monthly and quarterly reports, timely briefing documents and materials to communicate program progress to AES Director General and prospective donors

Job Title: Deputy Director for Accelerated Learning Programmes (ALP) – G4

Academic qualifications: At least a Bachelor's Degree in education.

Experience: At least three years in education.

General job-descriptions:

- Assists the Department Director according to prescribed and approved scopes of work.
- Carries out performance appraisal of staff under his/her supervision
- Steps-in for the Director during her/his absence.
- Reports directly to the Department Director.

Specific responsibilities:

- Participates in all stages of programme development; planning, monitoring and evaluation of the programmes
- Organise and implement training programmes for Accelerated Learning Programme Teachers across the ten states.
- Liaises with State AES Directors in the overall implementation of their respective programmes
- Build and maintain relationships with education development partners and local education authorities, key government and other stakeholder groups to solicit support to the department.

Job Title: Senior Inspector for Accelerated Learning Programmes (ALP) - G7

Academic qualifications: At least a Diploma in Education.

Experience: At least five years in education.

General job-descriptions:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State Inspectors to build systems of inspection to be carried out

Specific roles and responsibilities:

- Executes and implements decisions as directed
- Assists in planning and organization of seminars and workshops on Accelerated Learning Programmes
- Works with State and County Inspectorate Unit to collect and process data related to ALP
- Assists on analysis and dissemination of relevant documents of Accelerated Learning Programmes
- Assists on modules preparation and institutional strengthening at all level of governance
- Sits in for the Deputy Director of Accelerated Learning Programmes when absent
- Any other duties assigned by his/her Supervisors

Job Title: Inspector for Accelerated Learning Programmes (ALPs) – G8.

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education.

General Job descriptions:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support

- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him by the Principals

Specific Responsibilities:

- Liaises with relevant Departments within the Ministry of Education and Development Partners in developing ALP
- Facilitates advocacy -related activities
- Coordinates the literacy campaign initiatives of the Directorate in the whole of South Sudan
- Organizes for dissemination meetings/workshops with identified Partners to share main themes of advocacy and findings
- Leads in the process of data collection and writing of reports on data collected for ALP
- Coordinates with ALP implementing Partners
- Visits ALP learning centres/schools and encourages learners
- Guides the team of ALP in organizing literacy Public holidays (Girls' day, Education day, World literacy day etc)

Job Title: Officer for Accelerated Learning Programme – G9

Academic qualification and experience: At least a Diploma in education.

Experience: At least three years serving in Education.

General responsibilities:

- Oversees actual implementation of AES programmes at State level
- Reports to AES State Directors/Deputy Directors and Senior Inspectors at MoEST

Specific roles & responsibilities:

- Oversees the overall implementation of ALP activities at States to ensure that all the planned activities are executed in accordance to AES implementation strategies and policy
- Liaises with ALP implementing partners in planning, implementation, monitoring and evaluation of the programmes in the States
- Organizes trainings and other capacity building workshops at the States
- Ensures proper storage and distribution of school materials
- Maintains accurate records of all resources used in the project and ensures timely submission of all reports required
- Helps the AES State Directors in organizing advocacy and literacy campaigns for ALP

- Carries out regular field supervision and assessment of all project sites where project funds, materials, and equipment are being utilized and checks on progress and quality of work done
- Takes prompt and appropriate action to resolve existing and anticipated problems and addresses the concerns of stakeholders with directives from State director
- Establishes appropriate procedures for internal monitoring, smooth implementation and reporting of project activities

Job Title: Senior Inspector for Community Girl Schools – G7.

Academic qualification: At least a Diploma in education.

Experience: At least five years in education.

General job-descriptions:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State Inspectors to build systems of inspection to be carried out.

Specific roles and responsibilities:

- Works with state and County Inspectorate Unit to collect and process data.
- Assists in organization of seminars and workshops on Community Girl Schools
- Assists on analysis and dissemination of relevant documents of Community Girl Schools
- Any other duties assigned by his/her supervisor
- Assists on modules preparation and institutional strengthening at all level of governance
- Sits in for the Deputy Director for Accelerated learning Programme when absent
- Liaises with CGS implementing Partners

Job Title: Inspector for Community Girl Schools – G8.

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education.

General Job descriptions:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates State Inspectors to build systems of inspection to be carried out

- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him by Supervisors

Specific roles and responsibilities:

- Facilitates advocacy-related activities for CGS
- Liaises with relevant Departments within the Ministry of education and Development Partners in developing learning materials for CGS
- Coordinates the Literacy Campaign Initiatives in the whole of South Sudan
- Organizes meetings/workshops with Partners
- Guides the team of AES in organizing Literacy Public holidays (Girls' Education day, World literacy day etc.)
- Visits AES learning centres/schools and encourages learners
- Compiles information for the newsletter and ensures that literacy campaign activities are carried out as planned

Job Title: Officer for Community Girl Schools- G9

Academic qualification: At least a Diploma in Education

Experience: At least three years serving in education

General responsibilities:

- Assists the senior inspector to render support to every States
- Works closely with the Senior Inspector of CGS programme
- Reports to senior Inspector

Specific roles & responsibilities:

- Organizes trainings and other capacity building workshops at the States
- Oversees the overall implementation of CGS activities in States to ensure that all the planned activities are executed in accordance to AES implementation strategies and policy
- Establishes appropriate procedures for internal monitoring, smooth implementation and reporting of project activities
- Liaises with AES implementing partners in planning, implementation, monitoring and evaluation of CGS programmes in the States
- Ensures proper storage and distribution of school materials
- Maintains accurate records of all resources used in the project and ensures timely submission of all reports required
- Helps the AES state directors in organizing advocacy and literacy campaigns for CGS programme

- Monitors & supervises all CGS projects
- Address concerns on CGS in conjunction with State Directors

Job Title: Senior Inspector Pastoralist Education Programme – G7

Academic qualification: At least a Diploma in education.

Experience: At least five years serving in education.

General job-descriptions

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the state-level inspectors to build systems of inspection to be carried out.

Specific roles & responsibilities

- Advocates for Literacy and PEP
- Assists organization of seminars and workshops on Pastoralist Education Programme
- Assists on analysis and dissemination of relevant documents on Pastoralist Education Programme
- Steps-in for the Deputy Director for Accelerated learning Programmes when absent
- Assists on modules preparation and institutional strengthening at all levels of Government
- Works with States and Counties Inspectorate Unit to collect and process data
- Liaises with PEP implementing Partners for better service delivery for PEP
- Any other duties as assigned by his/her Supervisors

Job Title: Inspector for Pastoralist Education Programme – G8

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education.

General Job descriptions:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates States Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her/him

Specific roles & responsibilities:

- Coordinates the Literacy Campaign Initiatives in the whole of South Sudan
- Visits AES learning centres/schools and encourage learners
- Facilitates advocacy-related activities for PEP
- Compiles information for the newsletter and ensures that literacy campaign activities are carried out as planned
- Liaises with relevant Departments within the Ministry of education and Development Partners in developing learning materials for PEP
- Organizes meetings/workshops with Partners

Job Title: Officer for Pastoralist Education Programme- G9

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education.

General Job descriptions:

- Assists the Senior Inspector to support States in PEP
- Reports to Senior Inspector PEP

Specific roles & responsibilities:

- Liaises with AES implementing partners in planning, implementation, monitoring and evaluation of the programmes in the States
- Organizes trainings and other capacity building workshops at the States
- Oversees the overall implementation of AES activities at States to ensure that all the planned activities are executed in accordance with AES implementation strategies and policy
- Establishes appropriate procedures for internal monitoring, smooth implementation and reporting of project activities
- Addresses concerns on PEP in conjunction with State Directors
- Ensures proper storage distribution of school materials and ensures proper storage
- Maintains accurate records of all resources used in the projects and ensures timely submission of all reports required
- Help the AES state Directors in organizing advocacy and literacy campaigns
- Monitors and supervises PEP projects

Job Title: Director for Basic Adult Literacy Programme – G3

Academic qualification: Master Degree in education.

Experience: At least five years serving in education.

General Job-descriptions:

- Oversees the planned activities of the Departments for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities of the Department, productivity and performance of Department.
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly

Specific roles & responsibilities:

- Updates AES Director General and Donors through monthly and quarterly reports and briefing documents on program progress
- Works with State AES Directors to set M&E system for AES activities, including tracking Departmental progress on their Work Plan
- Participates in planning, implementation, monitoring and reporting of projects activities in accordance with AES procedures
- Ensures that relevant programs goals are achieved and reporting requirements are adhered to
- Sets up relevant formats for regular communication and reporting
- Compiles and submits field reports on programs and other developments
- Responsible for registration of Basic Adult Literacy Centres across South Sudan

Job Title: Deputy Director for Basic Adult Literacy Programme – G4

Academic qualification At least a Bachelor Degree in education

Experience: At least three years serving in education

General job-descriptions

- Assists the Department Director according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Steps-in for the Director during her/his absence.
- Reports directly to the Department Director.

Specific responsibilities

- Builds and maintains good relationships with AES Development Partners, Local Education Authorities and other stakeholders
- Liaises with State AES Directors in the overall implementation of their respective programmes
- Organises and implements training programmes for BALP teachers across the ten states

- Participates in all stages of programme development; planning, monitoring and evaluation of the programmes

Job Title: Deputy Director for Specialised Programmes (SP) – G4

Academic qualification At least a Bachelor Degree in education

Experience: At least three years serving in education

General job-descriptions

- Assists the Department Director according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Steps-in for the Director during her/his absence
- Reports directly to the Department Director

Specific responsibilities

- Oversees the implementation of Special Projects that are implemented parallel by the Directorate
- Liaises with AES Educational Partners to oversee the implementation of any AES project implemented on behalf of the Directorate
- Maps and keeps records of AES Partners and their respective AES programmes
- Steps- in for Director of Basic Adult Literacy Programme in his/her absence
- Updates State Ministries of Education on AES Partners operating in their respective States
- Coordinates and facilitates AES Education Programmes for the Armed forces

Job Title: Technical Team Leader – G5

Academic qualification At least a Bachelor Degree in education

Experience: At least three years serving in education

General responsibilities:

- Assists the Department Director according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Steps-in for the Director in her/his absence
- Reports directly to the Department Director

Specific roles & responsibilities:

- Ensures proper networking with relevant key persons and Institutions
- Identifies learning needs of AES staff and organises for capacity building programmes based on the needs

- Supports capacity building for Partner Organisations when need arises
- Represents AES Directorate National or International education meetings when delegated
- Helps in writing project proposals and AES Work Plans
- Provides technical support to AES staff at all levels
- Responsible for documentation, production and maintenance of cameras and sound systems
- Builds and maintains good working relationships with Partner Organizations
- Keeps programme records and compiles reports as designated

Job Title: Senior Inspectors BALP – G7

Academic qualification: At least a Diploma in education.

Experience: At least five years serving in education.

General job-descriptions:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State Inspectors to build systems of AES/BALP inspection in the States

Specific roles & responsibilities:

- Supports State Ministries in creating awareness of BALP
- Oversees the development and implementation of monitoring & evaluation systems within the programme
- Interprets and disseminates Education Policies to relevant stakeholders and ensures its effective implementation by the stakeholders
- Instils discipline in AES/BALP teachers
- Compiles and disseminates reports on the quality, policies and strategies of implementing BALP programmes

Job Title: Inspector for BALP – G8

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education.

General Job descriptions:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support

- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of AES inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him

Specific roles & responsibilities:

- Liaises with relevant Departments within the Ministry of education and Development Partners in developing literacy campaign strategies.
- Facilitates advocacy-related activities
- Coordinates the literacy campaign initiatives in the whole of South Sudan
- Organizes meetings/workshops with Partners
- Collects data and writes articles on AES/BALP for Magazines
- Visits BALP learning centres/schools and encourage learners
- Compiles information for newsletters
- Helps in organizing Literacy Public holidays (Girls' day, Education day, World literacy day etc)

Job Title: Officer for Basic Adult Literacy Programme – G9

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education.

General responsibilities:

- Assistants Inspector oversees actual implementation of AES programmes at State level
- Reports to AES State Directors/Deputy Directors and Senior Inspectors at MoEST.

Specific roles & responsibilities:

- Liaises with BALP implementing partners in planning, implementation, monitoring and evaluation of the programmes in the States
- Oversee the overall implementation of BALP activities at States to ensure that all the planned activities are executed in accordance with AES implementation Strategies and Policies
- Organizes trainings and other capacity building workshops at the States on Basic Adult literacy
- Ensures proper storage and distribution of school materials
- Maintains records of all resources used in projects and ensures timely submission of all reports
- Help the AES State Directors in organizing advocacy and literacy campaigns

- Supervises and monitors AES/BALP projects
- Sets procedures for internal monitoring, implementation, and reporting of project activities
- Addresses concerns of stakeholders on AES/BALP in conjunction with State Directors

Job Title: Senior Inspector for Functional Adult Literacy and Lifelong Learning – G7

Academic qualification: At least a diploma in education.

Experience: At least five years serving in education.

General job-descriptions:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the States Inspectors to build systems of inspection to be carried out

Specific roles & responsibilities:

- Support State Ministries in creating awareness and understanding of FAL&LLL
- Participates in development and integration of monitoring and evaluation systems for FAL&LLL
- Interprets and disseminates Education Policies to relevant stakeholders and ensures its effective implementation by the stakeholders
- Instils discipline in FAL&LLL teachers
- Compiles and disseminates regular reports on the quality, policies and strategies of implementing FAL&LLL programmes

Job Title: Inspector for Functional Adult Literacy and Lifelong Learning – G8

Academic qualification: At a Diploma in education.

Experience: At least three years serving in education.

General Job descriptions:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him

Specific roles & responsibilities:

- Coordinates the literacy campaign initiatives in the whole of South Sudan
- Liaises with relevant Departments within the Ministry of Education and Development Partners in developing literacy campaign strategies
- Facilitates advocacy-related activities
- Compiles data on the number of beneficiaries of FAL&LLL according to the planned activities
- Organizes meetings/workshops with FAL/LLL Partners
- Collects data and writes articles for Magazines
- Visits FAL&LLL learning centres/schools and encourages learners

Job Title: Officer for Functional Adult Literacy and Lifelong Learning – G9

Academic qualification: At a Diploma in education.

Experience: At least three years serving in education.

General responsibilities:

- Assists the Inspector oversees actual implementation of FAL/LLL programmes at States level
- Reports to AES State Directors/Deputy Directors and Senior Inspectors at MoEST.

Specific roles & responsibilities:

- Liaises with FAL&LLL implementing Partners in planning, implementation, monitoring and evaluation of FAL&LLL programmes in States
- Oversee the overall implementation of FAL&LLL activities at states to ensure that all the planned activities are executed in accordance with AES implementation strategies and policy
- Organizes trainings and other capacity building workshops at the States on FAL/LLL
- Ensures proper storage and distribution of school materials
- Maintains records of all resources used in the project and ensures timely submission of all reports
- Helps the AES State Directors in organizing advocacy and literacy campaigns
- Monitors and supervises FAL& LLL projects
- Sets procedures for monitoring, implementation, and reporting of project activities
- Addresses the concerns of stakeholders in conjunction with State directors

Job Title: Senior Inspector for Specialised Programmes – G7

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education.

General job-descriptions:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Works closely with States Inspectors to build systems of inspection to be carried out

Specific role & responsibilities:

- Supports State Ministries in identifying areas for Partners' intervention
- Oversees development and integration of monitoring and evaluation systems for Specialized Programmes
- Interprets and disseminates of Education Policies to relevant stakeholders and ensures its effective implementation
- Compiles and disseminates reports on the quality, policies and strategies of implementing specialized programmes
- Support State Ministries to develop projects to be funded
- Steps-in for Deputy Director for Specialised programmes when he/she is absent

Job Title: Inspector for Specialised Programmes – G8

Academic qualification: At least a Diploma in Education.

Experience: At least three years serving in education.

General Job descriptions:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates States Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him

Specific roles & responsibilities:

- Coordinates with AES Partners in carrying out joint monitoring and evaluation of activities implemented by the partners on specialised programmes.
- Liaises with relevant Departments within the Ministry of Education and Development Partners in developing literacy campaign strategies
- Facilitates advocacy-related activities

- Visits learning centres/schools for specialised programmes
- Maps and compiles reports on the activities of AES Partners involved in implementing Specialised Programmes
- Develops projects and lobbies for their funding
- Collects data ,writes reports and dissemination to relevant authorities

Job Title: Officer for Specialised Programmes – G9

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education.

General responsibilities:

- Assists Inspector over sees actual implementation of Specialized Programmes at State level
- Reports to AES State Directors/Deputy Directors and Senior Inspectors at MoEST.

Specific roles & responsibilities:

- Maintains accurate records of all resources used in the projects and ensures timely submission of all reports
- Liaises with AES implementing Partners in planning, implementation , monitoring and evaluation of Specialized Programmes in the States
- Oversees the overall implementation of Specialized Programmes at State levels
- Organizing trainings and other capacity building workshops at the States for Specialized Programmes
- Ensures proper storage and distribution of school materials
- Helps the AES State Directors in organizing advocacy and literacy campaigns
- Monitors and supervises Special Programmes projects
- Sets procedures for monitoring, implementation and reporting of project activities
- Addresses concerns of stakeholders in conjunction with State Directors

Job Title: Director for Intensive Courses (English, Arabic and SSIRI) – G3

Academic qualification: Master Degree in education

Experience: At least five years serving in education

General Job-descriptions:

- Oversees the planned activities of the Departments for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision

- Accounts for implementation of the planned activities of the Department, productivity and performance of Department.
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly

Specific roles & responsibilities:

- Ensure that relevant programs goals are achieved and reporting requirements are adhered to
- Work with the State AES Directors to capture relevant data for the M&E system for Intensive Courses and SSIRI activities, including tracking departmental progress on Work Plan
- Updates AES Director General and Donors on programs progress through monthly and quarterly reports and briefing documents,
- Sets and implements procedures for planning, implementation, monitoring and reporting of project activities in accordance with the AES procedures
- Compiles and submits regular reports on programs
- Sets up formats for communication and reporting for their respective Departmental progress

Job Title: Deputy Director for Intensive Courses (ICs) – G4

Academic qualification: At least a Bachelor Degree in education

Experience: At least three years serving in education

General job-descriptions:

- Assists the Department Director according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Steps-in for the Director during her/his absence
- Reports directly to the Department Director

Specific roles & responsibilities:

- Organises and implements training programmes for Intensive English Courses for Teachers and Government officials who obtained their Education not in English
- Participates in planning, monitoring and evaluation of Intensive Courses programmes
- Builds and maintains good relationships with Education Development Partners and Local Education Authorities, the Ministry and other stakeholder
- Liaises with State AES Directors in the overall implementation of their respective programmes

Job Title: Senior Inspector for Intensive Courses (ICs) – G7

Academic qualification: At least a Diploma in education

Experience: At least five years serving in education

General job-descriptions:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the States Inspectors to build systems of inspection to be carried out

Specific roles & responsibilities:

- Assists in organization of seminars and workshops on Intensive English Courses
- Assists in analysis and dissemination of relevant documents for Intensive Courses
- Works with States and Counties Inspectorate Unit to collect and process data on beneficiaries of Intensive courses
- Assists on modules preparation and institutional strengthening at all levels
- Act as Deputy Director of Intensive Courses when the D/Director is absent
- Does any other duties as assigned by his/her Supervisors

\Job Title: Inspector for Intensive Courses – G8

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education.

General Job descriptions:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the States Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him

Specific roles & responsibilities:

- Executes and implement decisions as directed
- Liaise with relevant Departments within the Ministry of Education and Development Partners in delivery of Intensive Courses
- Acts as Senior Inspector for Intensive Courses when the Senior Inspector is absent
- Coordinates with implementing Partners to monitor and develop of Training Materials
- Organizes meetings/workshops Partners
- Visits Intensive Courses learning centres/schools and encourages learners

- Compiles information for newsletters and ensures literacy campaign activities are carried out

Job Title: Officer for Intensive Courses – G9

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education.

General responsibilities:

- Oversees actual implementation of Intensive Courses programmes at State level
- Reports to AES State Directors/Deputy Directors and Senior Inspectors at MoEST

Specific roles &responsibilities:

- Oversees the overall implementation of Intensive Courses and SSIRI activities at States to ensure that all the planned activities are executed in accordance with AES implementation strategies and policy
- Liaises with AES implementing partners in planning, implementation, monitoring and evaluation of intensive courses and SSIRI programmes in the States
- Organizes trainings and other capacity building workshops at the States
- Ensures proper storage and distribution of school materials
- Maintains records of all resources used in the project and ensures timely submission of all reports
- Helps AES State Directors in organizing advocacy and literacy campaigns
- Monitors and supervises Intensive Courses projects
- Addresses concerns of stakeholders in conjunction with State Director
- Sets procedures for monitoring, implementation and reporting of project activities

Job Title: Camera and Video Production Officer – G8

Academic qualification: At least a Diploma in photography

Experience: At least three years serving in related field

General Job descriptions:

- Assists in National Inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the States Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him

Specific roles & responsibilities:

- Ensures that AES activities are well covered and documented
- Keeps and maintains AES Cameras and other devices in good condition
- Develops training packages for training AES staff on basic skills of photographing
- Works closely with Sound System officer and literacy mobilizer in the development of Magazines
- Provides technical support in the use and maintenance of Camera and video

Job Title: Curriculum Officer – G9

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education

Specific roles & responsibilities:

- Identify gaps in AES curriculum and texts to be addressed jointly with the Department of curriculum Development
- Ensures that AES centres receive the right quantities of textbooks
- Keeps records of AES supplies delivered
- Plans for procurement of supplementary materials for AES programmes
- Does any duty assigned to him/her by his/her line Supervisors

Job title: Sound System Officer – G8

Academic qualification: At least a Diploma in education

Experience: At least three years serving in education

General Job description:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him

Specific roles & responsibilities:

- Ensures that sound systems equipment are kept in safe places and properly used
- Provides technical support in the usage of the sound system within and outside the AES Directorate
- Collaborates with other sound systems specialists when the operation needs more additional equipments

- Identifies default in the sound systems and plans for repair or replacement of missing parts
- Makes logistics arrangements for transportation of equipments
- Trains AES staff on how to operate the Sound system
- Participates in the development and production of an ‘**Eye on Illiteracy Magazine**’
- Keeps proper records of the use of sound system equipment and compile reports on quarterly basis

Job Title: Examinations Officer – G9

Academic qualification: At least a Diploma in education.

Experience: At least three years serving in education

Specific roles & responsibilities

- Ensures that AES learners sit for the right examinations nationwide
- Collaborates with the Secretariat of Examination to ensure AES learners sit for unified examinations
- Ensures that all ALP level 4 learners sit for primary 8 examinations across South Sudan
- Keeps record and data of AES learners who have completed level four

Job Title: Secretary – G8

Academic qualification: At least a Diploma in education

Experience: At least three years serving in education

General Job-description

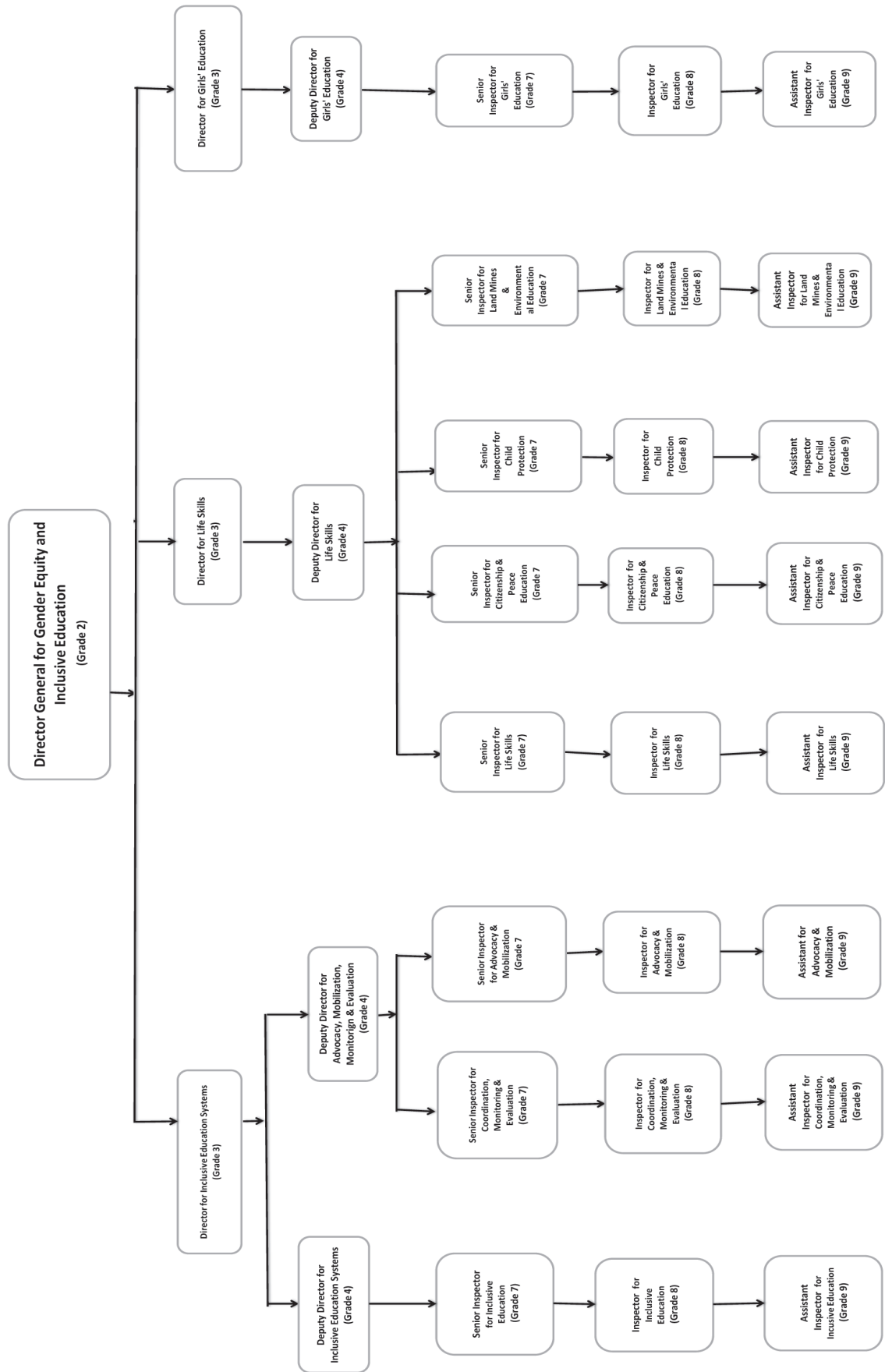
- Responsible for overall organization and management of the office of the AES Director General
- Facilitates AES daily activities and reports to AES technical team leader

Specific responsibilities

- Responsible for incoming and outgoing mails, screens and disseminates the routes same
- Receives and directs visitors of AES Directorate
- Type-sets documents, presentations for the Directorates
- Drafts routine correspondences of the Directorate
- Prepare for AES meetings, take minutes and compile report
- Files and maintains file records
- Ensures documents are processed and properly filed for easy retrieval
- Supervises AES support staff, messengers and cleaners.
- Ensures that offices are clean and well kept
- Manages reception area, calendars, charts and staff notice boards
- Organizes for purchase of various office stationery and supplies for the Directorate as required

CHAPTER EIGHT

STRUCTURE OF DIRECTORATE OF GENDER, EQUITY AND INCLUSIVE EDUCATION



Directorate of Gender & Inclusive Education

The Directorate is mandated to promote Gender & Inclusive Education Programmes in education systems and develop policies and guidelines on gender equity and inclusive education.

b) Summary of Staffing

Director General - G2 = 1

Directors - G3 = 3

Deputy Directors - G4 = 3

Senior Inspectors - G7 = 6

Inspectors – G8 = 6

A/Inspectors – G9 = 6

Total = 25

c) Job Description

Job Title: Director General of Gender and Inclusive Education –G2

Academic Qualifications: Master Degree in Educational field

Experience: At least seven years of work in the field of Education

General Job-Description

- Oversees and be accountable for the implementation of planned activities of the Directorate across South Sudan in cooperation with the state Ministries of Education, Science and Technology.
- Develops long and short term sector strategies and other responsibilities as spelled out in the Roles and Responsibilities Code Book of RSS-MoEST.
- Manages the personnel within of the Directorate and be accountable for implementation of planned activities and productivity & performance of all Directorate personnel
- Ensures that all personnel within the Directorate have precise scopes of work and performance targets that are monitored and reported regularly
- Representing the Directorate in high level meetings, workshops, seminars, national and international conference and any such gathering as may be required
- Reports directly to the Undersecretary

Specific roles and responsibilities

- Overseeing the implementation of the planned activities of the Directorate
- Spearheading the preparation of the departmental plan, budget and programs based on the existing policies
- Providing strategic direction in Gender and Social Change programming.
- Ensuring staff discipline and acceptance to the regulations set by the public service and the MoEST

- Leading the preparation of weekly, monthly, quarterly, biannual and annual financial progress and departmental reports
- Providing a good leadership system within the Directorate and within MoEST
- Developing strategies and tools to design, implement, monitor and evaluate Education projects contributing to Gender and Social Change.
- Ensuring coherence and effective integration of Gender and Social Change emerging issues throughout the sector, curriculum development, teacher training, human resource appraisal, promotion and Enumeration.
- Coordinating with line Ministries and Development partners to drive forward the activities of the directorate.
- Ensuring the smooth running of the directorate's activities as he/she is expected to supervise its staff
- Receiving in and out going correspondences
- Signatory to the directorate's account and is responsible for the management of its resources
- Linking the directorate with the office of the undersecretary

Job Title: Director of Inclusive Education – G3

Academic Qualifications: Master Degree in Educational field with Diploma in Inclusive/Special-Needs Education

Experience: At least five years of work in the field of Education

General Job-Description

- Overseeing the planned activities of the Department of Inclusive Education
- Accounts for implementation of the planned activities of the Department and for the productivity and performance of department personnel.
- Ensures that all personnel within the Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General of Gender Equity and Social Change

Specific roles and responsibilities

- Interprets and implements the National Inclusive Education Policy
- Prepares Departmental plans, budgets and programs based on the existing policies
- Provides strategic direction in Inclusive Education programming
- Provides leadership within the Education which encourages Inclusive Education
- Designs and implements tools for monitoring and evaluation Education projects contributing to Inclusive Education.

- Ensures coherence and effectiveness of messages throughout the sector (Curriculum Development, Teacher Training, Human Resource evaluation and Inclusive Education materials).
- Oversees implementation of Inclusive Education mainstreaming
- Co-ordinates studies (with Research unit, Examinations and support good practices)
- Lobbies for support from Development Partners
- Liaises with Departments within the Ministry and other Ministries on issues pertaining to Inclusive Education
- Participates in International Inclusive Education fora

Job Title: Deputy Director of Inclusive Education – G4

Academic Qualifications: At least a Bachelor of Education Degree with a Diploma in Inclusive/Special Needs Education

Work experience: At least three years of work in the field of Education

General Job-Description

- Assist the Department Director according to prescribed and approved scopes of work
- In absence of the Director, the Deputy Director will stand for the Department and attend to all matters and queries.
- Reports directly to the Director

Specific roles and responsibilities

- Prepares unit plans based on existing policies and regulations
- Designs, develops, implements, monitors and evaluates Inclusive Education oriented behaviour change programs
- Promotes mainstreaming of Inclusive Education oriented group
- Publishes Inclusive Education related reports
- Coordinates NGOS and other stakeholders in Inclusive Education Programs

Job Title: Senior Inspector Inclusive Education – G7

Academic Qualifications: At least a Diploma in Inclusive/Special Needs Education

Work experience: At least five years of work in the field of Education

General Job-Description

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support

- Works closely with the States Inspectors to build systems of inspection to be carried out

Specific roles and responsibilities

- Answerable to Deputy Director for Inclusive Education
- Assists in preparing the activities for the unit based on existing policies
- Works with the Deputy Director to prepare budgets and activity plans for the unit
- Prepares daily, weekly, monthly, quarterly, bi-annual and annual reports
- Creates awareness on Inclusive Education at all levels
- Assists in developing and publishing information about Inclusive Education
- Coordinates NGOs, Ministries and other stakeholders in Inclusive Education
- Assists in evaluation and monitoring the implementation of Inclusive Education policies in the regions

Job Title: Inspector Inclusive Education – G8

Academic Qualifications: At least a Diploma in Inclusive/Special Needs Education

Work experience: At least Three years of work in the field of Education

General Job-Description:

- Participate in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates States' Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him
- Steps-in for Senior Inspector in his/her absence

Specific roles and responsibilities:

- Implements/executes policies and programs for Inclusive Education as laid down
- Supports and coordinates NGOs and other stakeholders in Inclusive Education
- Participates in the training of Inclusive Education Teachers
- Participates in Monitoring and Evaluation of specific activities of Inclusive Education
- Creates awareness on Inclusive education
- Disseminates information to schools, States and other Stakeholders
- Develops and implements documents (framework) and policy issues
- Develops Training materials for Inclusive Education.

- Develops project proposals for the unit for funding
- Responsible to organize necessary training of TOTs and other groups.
- Prepares activity schedules for visiting school

Job Title: Sign Language interpretation and brail transcription Officer- G9

Academic Qualifications: At least a Diploma in Inclusive/Special Needs Education

Work experience: At least Three years of work in the field of Education

Specific roles and responsibilities

- Assists in the inspection of National and State programmes in their areas of responsibilities
- Supports the States' Inspectors to build systems of inspection
- Performs all the duties as may be assigned to her / him
- In absence of the inspector he/she will be responsible for the unit and attend to all matters and queries.
- Reports to the Inspector

Job Title: Director of Life Skills Education – G3

Academic Qualifications: Master Degree in Educational field with Diploma in Life Skills Education

Experience: At least five years of work in the field of Education

General Job-Description

- Oversees the planned activities of the Department of Inclusive Education
- Accounts for implementation of the planned activities of the Department and for the productivity and performance of Department personnel.
- Ensures that all personnel within the Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General of Gender Equity and Social Change

Specific roles and responsibilities

- Prepares departmental plans, budges and programs based on the existing policies
- Provides strategic direction in Life Skills Education programmes
- Provides leadership within the Education which encourages Life skills
- Develops, designs and implements tools for monitor and evaluation of Life Skills Education projects
- Ensures coherence and effectiveness of messages throughout the sector (Curriculum Development, Teacher Training, Human Resource and Life Skills materials)

- Oversees implementation of Life Skills mainstreaming
- Co-ordinate studies (with Research unit, Examinations and good practices)
- Lobbies for funds from Development Partners
- Liaises with Ministries and other stakeholders on issues pertaining Life Skills education
- Participates in International Life Skills fora

Job Title: Deputy Director of Life skills – G4

Academic Qualifications: At least a Bachelor of Education Degree with Diploma in Life Skill Education

Work experience: At least Three years of work in the field of Education

General Job-Description:

- Assists the Department Director according to prescribed and approved scopes of work
- In absence of the Director, the Deputy Director will act
- Reports directly to the Director

Specific Detailed Roles and Responsibilities:

- Prepare unit plans based on existing policies and regulations
- Create awareness in emerging issues i.e. HIV, Environmental, Nutrition and Landmines
- Prepare budgets and program based on existing policies and regulation
- Design, Develop, Implement, monitor and evaluates life skills related behaviour change program and coordinating and communicates its efforts with those of other departments
- Promotes Life Skills related issues
- Publishes Life Skills related articles
- Coordinates the activities of NGOS and other stakeholders Life Skills
- Plans and implements life skills related Training for SMoE

Job Title: Senior Inspector for Life Skills

Academic Qualifications: At least a Bachelor of Education Degree or its Equivalent or Diploma in Education

Work experience: At least Three years of work in the field of Education

General Job-Description:

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support needed
- Works closely with the States Inspectors to build systems of inspection to be carried out

Specific Detailed Roles and Responsibilities:

- Acts as D/Director in his/her absence
- Responsible for organizing necessary training of TOTs and other groups
- Prepares and implement activity schedules for school visits
- Assists in preparing the activities of the unit
- Assists in preparation of budget and activity plans for the unit
- Prepares daily, weekly, monthly, quarterly, bi-annual and annual reports
- Creates awareness on Life Skills
- Assists in developing and publishing information about Life Skills education
- Assists in coordinating the activities of NGOs, Ministries and other stakeholders to Life Skills Education.
- Assists in monitoring and evaluating the implementation of Life Skills policies in the regions
- Assists in developing awareness materials and promoting Life Skills Education
- Assists in developing implementation of documents (framework) and policy issues
- Assists the D/Director in developing Training Materials for Life Skill Education
- Assists in developing project proposals for the unit

Job Title: Inspector for Life Skills – G8

Academic Qualifications: At least a Diploma in Education or its Equivalent

Work experience: At least Three years of work in the field of Education

General Job-Description

- Participates in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the States Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him
- Steps-in for Senior Inspector in his/her absence

Specific Detailed Roles and Responsibilities

- Implements/executes policies and programs for Life Skills
- Coordinates the activities NGOs and other stakeholders for Life Skills
- Participates in the training of Life Skills Teachers

- Participates in the monitoring and evaluation of specific activities of Life Skills education
- Creates awareness on Life Skills Education
- Disseminates information to schools, States and other stakeholders

Job Title: Assistant Inspector of Life Skills – G9

Academic Qualifications: At least a Diploma in Education or its Equivalent

Work experience: At least Three years of work in the field of Education

General Job-Description

- Assists in the inspection of National and State programmes in their areas of responsibilities
- Supports States inspectors to build systems of inspection
- Performs all the duties as may be assigned to her / him
- Reports to the Inspector

Specific Detailed Roles and Responsibilities

- Participates in executing policies and programs as laid down
- Coordinates the activities of NGOs and other stakeholders for Life Skills programme
- Participates in the training of Life Skills Teachers
- Supports the monitoring and evaluation process of Life Skills education
- Creates awareness on Life Skills programmes
- Disseminates information to schools, states and any other stakeholders
- Participates in data collection and assessment of Life skills programs

Job Title: Senior Inspector for Child Protection and Psycho-social Needs

Academic Qualifications: At least a Diploma in Education or its Equivalent

Work experience: At least five years of work in the field of Education

General Job-Description

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Works closely with the state-level inspectors to build systems of inspection to be carried out
- Reports to Deputy Director for Life skills

Specific Detailed Roles and Responsibilities

- Assists in preparing activities of the unit based on existing policies
- Works with Deputy Director to prepare budget and activity plans for the unit

- Prepares daily, weekly, monthly, quarterly, bi-annual and annual reports
- Creates awareness on Child Protection and Psycho-social Needs
- Assists in developing and publishing information on Child Protection and Psycho-social Needs
- Assist in coordinating NGOs Ministries and other stakeholders' activities on Child Protection and Psycho-social Needs.
- Assists in evaluating and monitoring the implementation of Child Protection and Psycho-social Needs policies in the regions
- Assists in developing implementation documents (framework) and policy issues
- Assists the D/Director in developing Training Materials for Child Protection and Psycho-social Needs
 - Assists in developing project proposals for the unit f
 - Acts as Deputy Director in Deputy's absence
 - Responsible for organizing necessary training of TOTs and other stakeholders
 - Prepares activity schedules for visits to Child Protection projects

Job Title: Inspector for Child Protection and Psycho-social Needs – G8

Academic Qualifications: At least a Diploma in Education

Work experience: At least Three years of work in the field of Education

General Job-Description

- Participates in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the State Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him
- Acts as Senior Inspector in absence of the Senior Inspector

Specific Detailed Roles and Responsibilities

- Implements/executes policies and programs as laid down
- Coordinates activities of NGOs and other stakeholders on Child Protection programs
- Participates in the training of Child Protection and Psycho-social Needs teachers
- Participates in the monitoring and evaluation of specific activities of Child Protection and Psycho-social Needs

- Creates awareness on Child Protection and Psycho-social Needs Education
- Disseminates information to schools, States and any other stakeholders

Job Title: Assistant Inspector of Child protection and Psycho social Support – G9

Academic Qualifications: At least a Diploma in Education

Work experience: At least three years of work in the field of Education

General Job-Description

- Assists in the inspection of National and State programmes in their areas of responsibilities
- Support the States Inspectors to build systems of inspection
- Does any other assignment from his/her Supervisors
- Acts as Inspector in Inspectors absence
- Reports to the Inspectors

Specific Detailed Roles and Responsibilities

- Participates in executing policies and programs as laid down
- Coordinates NGOs and other stakeholders activities on Child Protection
- Participates in training of Child protection and Psycho Social Support Teachers
- Participates in monitoring and evaluation process of Child protection and Psycho social Support education
- Support the inspector in carrying out awareness on Child protection and Psycho social Support programmes
- Disseminates information to schools, States and any other group
- Participates in data collection and assessment of Child protection and Psycho social Support programs

Job Title: Senior Inspector for Landmine and Environmental Education – G7

Academic Qualifications: At least a Diploma in Education

Work experience: At least five years of work in the field of Education

General Job-Description

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Works closely with the States' Inspectors to build systems of inspection to be carried out
- Reports to D/Director

Specific Detailed Roles and Responsibilities

- Assists in preparing the activities of the unit (landmine awareness and environmental education) based on existing policies
- Works with the Deputy Director to prepare budget and activity plans for the unit
- Prepares daily, weekly, monthly, quarterly, bi-annual and annual reports
- Assists in creating awareness on landmines and environmental Education.
- Assists in developing and publishing information on landmines and environmental education.
- Assist in coordinating NGO, Ministries and other stakeholders' activities on Landmines issues and Environmental Education.
- Assists in evaluating and monitoring the implementation of landmines policies in the regions
- Assists in developing implementation documents (framework) and policy issues
- Assist the D/Director in developing Training materials for Landmines and Environmental Education
- Acts as D/Director in Deputies absence
- Responsible to organizing necessary training of TOTs and other stakeholders
- Prepares activity schedules for visits to Landmines and Environmental Education projects
- Assists in developing project proposals for the unit for funding.

Job Title: Inspector for Landmine and Environmental Education – G8

Academic Qualifications: At least a Diploma in Education

Work experience: At least three years of work in the field of Education

General Job-Description

- Participates in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the States' Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her/him
- Acts as Senior Inspector in his/her absence

Specific Detailed Roles and Responsibilities

- Implements/executes policies and programs as laid down
- Coordinates NGOs and other stakeholders activities on Landmines Education
- Participates in the training of Landmine and Environmental Education Teachers

- Participates in the monitoring and evaluation of specific activities of Landmine and Environmental Education
- Creates awareness on Landmine and Environmental programs
- Disseminates information to schools, States and any other stakeholders

Job Title: Assistant Inspector of Land Mines and Environmental Education – G9

Academic Qualifications: At least a Diploma in Education

Work experience: At least three years of work in the field of Education

General Job-Description

- Assists in the inspection of National and State programmes in their areas of responsibilities
- Support the States Inspectors to build systems of inspection
- Performs all the duties as may be assigned to her / him by the Supervisors
- Does Inspectors duties in his/her absence
- Reports to the Inspector

Specific Detailed Roles and Responsibilities

- Participates in executing policies and programs as laid down
- Coordinates NGOs and other stakeholders activities
- Participates in the training of Land Mines Teachers
- Participates in monitoring and evaluation process of Land Mines Education
- Support the inspector in creating awareness on Land Mines programmes
- Disseminates information to schools, States and any other stakeholder
- Participates in data collection and assessment of Land Mines programs

Job Title: Senior Inspector, Citizenship & Peace Education – G7

Academic Qualifications: At least a Diploma in Education

Work experience: At least five years of work in the field of Education

General Job-Description

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- Works closely with the States Inspectors to build systems of inspection to be carried out

Specific Detailed Roles and Responsibilities

- Assists in preparing the activities of the unit (Citizenship & Peace Education) based on existing policies

- Works with the Deputy Director to prepare budget and activity plans for the unit
- Prepares daily, weekly, monthly, quarterly, bi-annual and annual reports
- Assists in creating awareness on Citizenship & Peace. Education programs
- Assists in developing and publishing information on Citizenship & Peace Education
- Assists in coordinating activities for NGOs, Ministries and other stakeholders on Citizenship & Peace Education
- Assists in evaluating and monitoring the implementation of Citizenship & Peace Education policies in the regions
- Assists in developing implementation documents (framework) and policy issues
- Assists the D/Director in developing Training materials for Citizenship & Peace Education
- Acts as D/Director in his/her absence
- Responsible for organizing necessary trainings of TOTs and other stakeholders
- Prepares activity schedules for visits to Citizenship and Peace Education projects
- Assists in developing project proposals for the unit .

Job Title: Inspector of Citizenship & Peace Education – G8

Academic Qualifications: At least a Diploma in Education

Work experience: At least three years of work in the field of Education

General Job-Description

- Participates in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the States Inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him by the Supervisors
- Acts as Senior Inspector in his/her absence

Specific Detailed Roles and Responsibilities

- Implements/executes policies and programs as laid down
- Assists in coordinating NGOs and other stakeholders activities on Citizenship & Peace Education
- Assist and performs all the duties of the Senior Inspector.
- Participate in the training of Citizenship & Peace Education Teachers

- Take part in the monitoring and evaluation of specific activities of Citizenship & Peace Education
- Take part in awareness raising, advocacy and lobbying for Citizenship & Peace Education.
- Disseminates information to schools, States and any other stakeholders on Citizenship & Peace Education

Job Title: Assistant Inspector Citizenship & Peace Education – G9

Academic Qualifications: At least a Diploma in Education

Work experience: At least three years of work in the field of Education

General Job-Description

- Assists in the inspection of National and State programmes in their areas of responsibilities
- Support the States Inspectors to build systems of inspection
- Performs duties as may be assigned to her / him by the Supervisors
- Acts as Inspector in his/her absence
- Reports to the Inspector

Specific Detailed Roles and Responsibilities

- Participates in executing policies and programs as laid down
- Participate in the coordination NGOs and other stakeholders activities on Citizenship & Peace Education
- Participates in the training of Land Mines Teachers
- Participates in monitoring and evaluation process of Citizenship & Peace Education programmes
- Supports the inspector in carrying out awareness on Citizenship & Peace Education programs
- Disseminates information on Citizenship & Peace to schools, States and any other stakeholders
- Participates in data collection and assessment of Citizenship & Peace Education programs

Job Title: Director of Girls Education – G3

Academic Qualifications: At least a Master Degree or its Equivalent with Diploma in Education

Work experience: At least Three years of work in the field of Education

General Job-Description:

- Oversees the implementation planned activities of the Department of Inclusive Education

- Accounts for implementation of the planned activities of the Department and for the productivity and performance of Department personnel.
- Ensures that all personnel within the Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General of Gender Equity and Social Change

Specific Detailed Roles and Responsibilities:

- Prepares Departmental plans, budgets and programs based on the existing policies
- Provides strategic direction in Girls Education programming
- Provides leadership within the Education which encourages Girls Education
- Designs and develops tools for monitoring and evaluation of Education projects contributing to Education of Girls
- Ensures coherence and effectiveness of messages throughout the sector (Curriculum Development, Teacher Training, Human Resource)
- Oversees implementation of girls Education mainstreaming
- Co-ordinates studies (with Research unit, examinations)
- Liaises with other Departments on issues pertaining to Girls Education
- Participates in National and International Girls Education fora
- Lobbies for funds from Development Partners

Job Title: Deputy Director of Girls Education – G4

Academic Qualifications: At least a Bachelor Degree in Education or its Equivalent

Work experience: At least three years of work in the field of Education

General Job-Description:

- Assists the Department Director according to prescribed and approved scopes of work
- Acts as Directors in his/her absence
- Reports directly to the Director

Specific Detailed Roles and Responsibilities:

- Prepares the Unit plans based on existing policies and regulations
- Designs, develops, Implements, monitors and evaluates Girls Education programs
- Promotes mainstreaming of Girls Education oriented groups
- Publishes Girls Education related articles
- Coordinates NGOS and other stakeholders for Girls Education

Job Title: Senior Inspector for Girls Education – G7

Academic Qualifications: At least a Diploma in Education

Work experience: At least five years of work in the field of Education

General Job-Description

- Coordinates and manages national inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Works closely with the States Inspectors to build systems of inspection to be carried out
- Reports to Deputy Director for Girls Education

Specific Detailed Roles and Responsibilities

- Assists in preparing the activities of the Unit
- Works with the Deputy Director to prepare budget and activity plans for the unit
- Prepares daily, weekly, monthly, quarterly, bi-annual and annual reports
- Assists in creating awareness about Girls Education
- Assists in developing and publishing information on Girl's Education.
- Assists in coordinating NGOs, Ministries and other stakeholders for Girls Education
- Assists in evaluating and monitoring the implementation of Girls Education policies in the regions
- Assists in developing implementation documents (framework) and policy issues
- Assists in developing project proposals for the unit
- Acts as Deputy Director in his/her absence
- Responsible for organizing necessary training of TOTs and other Stakeholders
- Prepares activity schedules for visits Girls Education projects

Job Title: Inspector for Girls Education – G8

Academic Qualifications: At least a Diploma in Education

Work experience: At least three years of work in the field of Education

General Job-Description

- Participates in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas for support
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the States Inspectors to build systems of inspection to be carried out

- Reports to the Senior Inspector
- Performs all the duties as may be assigned to her / him by the Senior Inspector
- Steps-in for Senior Inspector in his/her absence

Specific Detailed Roles and Responsibilities

- Implements/executes policies and programs as laid down
- Coordinates NGOs and other stakeholders activities on Girls Education
- Participates in the training of Mentors
- Participates in the monitoring and evaluation of specific activities of Girls Education
- Creates awareness on Girls Education
- Disseminates information to schools, States and any other stakeholders

Assistant Inspector of Girls Education – G9

Academic Qualifications: At least a Diploma of Education or its Equivalent

Work experience: At least Three years of work in the field of Education

General Job-Description

- Assists in the inspection of National and State programmes in their areas of responsibilities
- Support the States inspectors to build systems of inspection
- Steps-in for Inspector in his/her absence
- Reports to the Inspector

Specific Detailed Roles and Responsibilities

- Participates in executing policies and programs as laid down
- Coordinates NGOs and other stakeholders activities on Girls Education
- Participates in the training of Mentors
- Participates in the monitoring and evaluation process of Girls Education
- Creates awareness on Girls Education programmes
- Disseminates information to schools, States and any other stakeholders
- Participates in data collection and assessment of Girls Education programs

Job Title: Deputy Director, Advocacy, Mobilization, M & E – G4

Qualification: At least a Bachelor Degree in related field

Experience: At least three (3) years working in related field

. General Job-Description

- Assist the Department Director according to prescribed and approved scopes of work
- In absence of the Director, the Deputy Director will stand for the Department and attend to all matters and queries.
- Reports directly to the Director

Specific Detailed Roles and Responsibilities

- He/She shall ensure that additional teaching support is provided in a timely manner
- He/She shall ensure that employment of additional teaching resources in a flexible manner, leading to more effective and efficient delivery of services
- He/She shall ensure that ensure that permanent access to additional teaching support is available in schools for learners who require such support
- He/She shall ensure that ensure that additional teaching resources are allocated differentially to learners in accordance with their levels of learning need
- He/She shall allow for the grouping of additional support for learners with similar needs as appropriate;
- He/She shall ensure allow for in-class as well as out-of-class teaching support by the learning support/resource teacher
- The Deputy Director shall work closely with the director to develop guidelines and support implementation of programmes and projects related to:
 - I. Community awareness and sensitization - cutting across gender, peacebuilding, disability and other marginalising situations
 - II. Advocacy / Lobbying for equality and equity in education
 - III. Disability equality training
 - IV. Resource mobilization
 - V. Community based rehabilitation and provision of assistive devices
 - VI. He/she shall perform any other duty assigned to him /her by the director

Job Title: Senior Inspector, Coordination, Monitoring and Evaluation –G7

Qualification: At least a Diploma in related field

Experience: At least five (5) years working in related field

General Job Description

- Work closely with the states inspectors to build systems of inspection to be carried out
- Participate in national inspection programs in his/her area of responsibility

Specific roles and responsibilities

- Reports to Deputy Director for Coordination, Monitoring and Evaluation

- Assists in the implementation of M&E policies in the regions.
- Designs, Develops, Implements, monitors and evaluates Inclusive Education oriented behavior change program and coordinate and communicate its efforts with those of other departments
- Assists in preparing the activities of the unit based on existing policies.
- examination, quality assurance, assessment and learning/teaching materials development.
- Develops guidelines on material development and summative and formative assessments at all levels of education
- Work with the Deputy Director to prepare budget and activity plans for the unit.
- Prepares daily, weekly, monthly, quarterly, bi-annual and annual reports.
- Visiting schools and prepares activity schedules for such visits
- Assists in developing implementation documents (framework) and policy issues.
- Responsible for organizing necessary training of TOTs and other groups.
- Assists the D/Director in developing training materials for coordination, monitoring and evaluation.
- Assists in developing project proposals for the unit for funding
- In absence of the deputy director, the senior inspector will be responsible for the unit and attend to all matters and queries.

Job Title: Senior Inspector, Advocacy & Mobilization – G7

Qualification: At least a Diploma in related field

Experience: At least five (5) years working in related field

General Job Description

- Works closely with the states inspectors to build systems of inspection to be carried out
- Participates in national inspection programs in his/her area of responsibility

Specific roles and responsibilities

- The Senior Inspector shall support the mainstreaming and institutionalization of inclusive education principles and practices into Higher Education, Teachers Training Curriculum, Professional Standards and Continuous/in-service Professional Development.
- He/She shall ensure the development of guideliness and qualification standards for specialized training in Higher education; for example, education of the Deaf; education of the blind, education of people with intellectual disabilities, education of learners with speech difficulties and other types of specialized trainings, as necessary
- He/She shall provide periodic reports on the development of institutions and process as provided for in the policy and other related policies.
- He/She shall develop and support the implementation of relevant guidelines that will enable the States, counties and Payams departments of education and schools to;

- I. Ensure that additional teaching support is provided in a timely manner
 - II. Employ additional teaching resources in a flexible manner, leading to more effective and efficient delivery of services
 - III. Ensure that permanent access to additional teaching support is available in schools for learners who require such support
 - IV. Put in place transparent and equitable whole-school plans and procedures for the selection of learners for additional teaching support
 - V. Ensure that additional teaching resources are allocated differentially to learners in accordance with their levels of learning need
 - VI. Allow for the grouping for additional support of learners with similar needs as appropriate; and
 - VII. Allow for in-class as well as out-of-class teaching support by the learning support/resource teacher.
- He/She shall support, and where need be, take the lead in developing guidelines for collecting data and statistics within the EMIS framework
 - He/she shall develop tools and materials for advocacy, mobilization, Monitoring and Evaluation of the program
 - He/she shall develop guidelines and support implementation of programmes and projects related to:
 - I. Community awareness and sensitization - cutting across gender, peacebuilding, disability and other marginalising situations
 - II. Advocacy / Lobbying for equality and equity in education
 - III. Disability equality training
 - IV. Resource mobilization
 - V. Community based rehabilitation and provision of assistive devices

Job Title: Inspector Coordination, Monitoring and Evaluation –G8

Qualification: At least a Diploma in related field

Experience: At least three (3) years working in related field

General Job Description

- Participates in national inspection programs in his/her area of responsibility
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the states inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all duties as may be assigned to him/her
- Steps in for Senior Inspector in his/her absence

Specific roles and responsibilities

- Reports to Senior Inspectors of Coordination, Monitoring and Evaluation

- Implements/executes policies and programs for Coordination, Monitoring and Evaluation as laid down.
- Disseminates information to schools, states and any other group.
- Supports and coordinates the effort of NGOs and other stake holders on Coordination, Monitoring and Evaluation
- Participates in the Coordination, Monitoring and Evaluation training
- Participates in monitoring and evaluation of gender and inclusive education activities

Job Title: Inspector, Advocacy & Mobilization –G8

Qualification: At least a Diploma in related field

Experience: At least three (3) years working in related field

General Job Description

- Participates in national inspection programs in his/her area of responsibility
- Carries out performance appraisal of staff under his/her supervision
- Facilitates the states inspectors to build systems of inspection to be carried out
- Reports to the Senior Inspector
- Performs all duties as may be assigned to him/her
- Steps in for Senior Inspector in his/her absence

Specific roles and responsibilities

- Reports to Senior Inspectors of Advocacy & Mobilization
- Implements/executes policies and programs for Advocacy & Mobilization as laid down
- Disseminates information to schools, states and any other group.
- Supports and coordinates the effort of NGOs and other stake holders on Advocacy & Mobilization
- Participates in monitoring and evaluation of gender and inclusive education activities

Job Title: Assistant Inspector, Coordination, Monitoring and Evaluation –G9

Qualification: At least a Diploma in related field

Experience: At least three (3) years working in related field

General Job Description

- Assist in the inspection of national and state programs in his/her area of responsibility
- Support the states’ inspectors to build system of inspection
- Performs all the duties as may be assigned to him/her
- Will be responsible for the unit in the absence of the inspector
- Reports to the inspector

Job Title: Assistant Inspector, Advocacy & Mobilization – G9

Qualification: At least a Diploma in related field

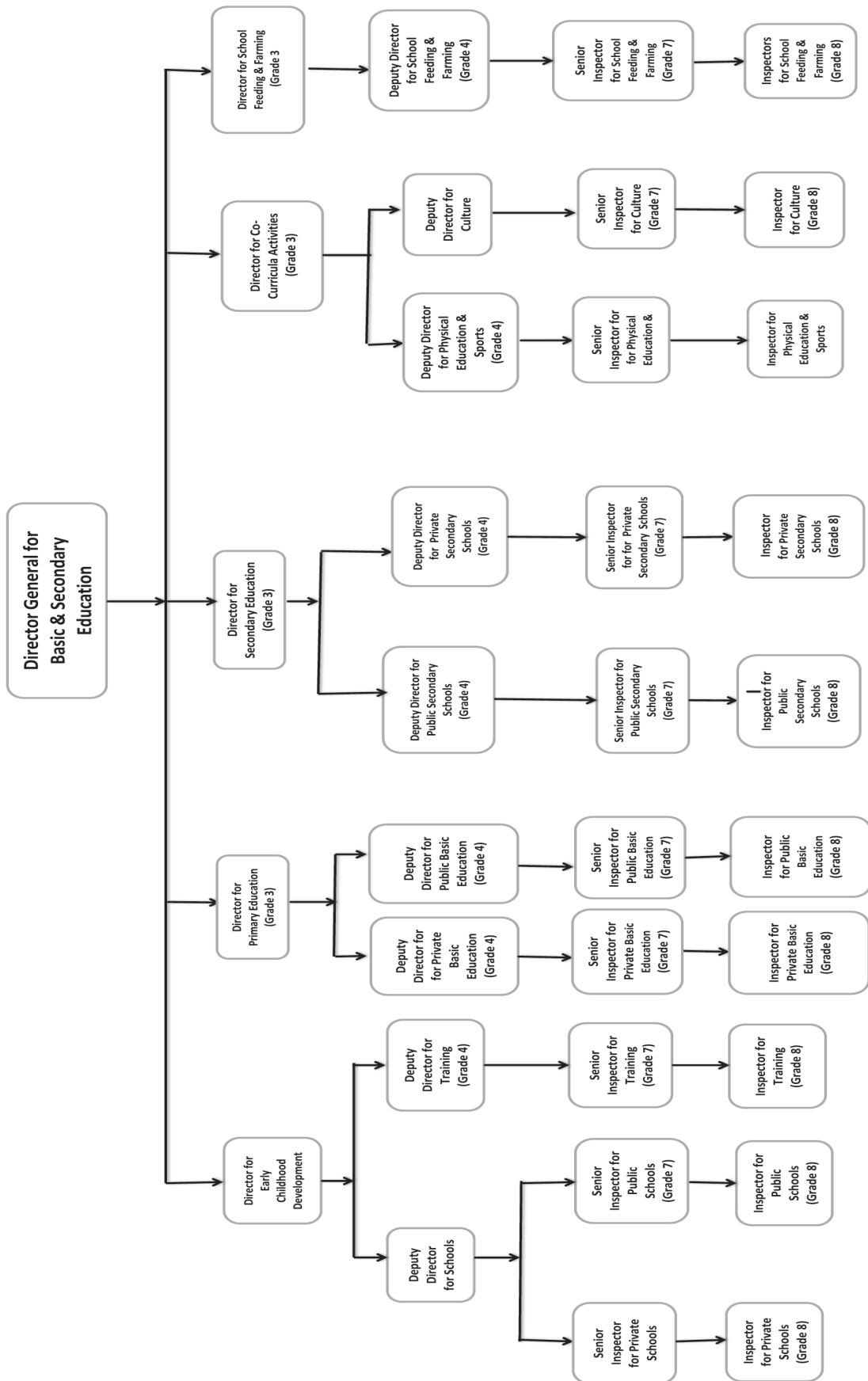
Experience: At least three (3) years working in related field

General Job Description

- Assists in the inspection of national and state programs in his/her area of responsibility
- Supports the states’ inspectors to build system of inspection
- Performs all the duties as may be assigned to him/her
- Will be responsible for the unit in the absence of the inspector
- Reports to the inspector

CHAPTER NINE

STRUCTURE FOR DIRECTORATE OF BASIC & SECONDARY EDUCATION



Directorate of Basic & Secondary Education

The overarching mandate of the Directorate of Basic & Secondary Education is policy formulation, planning, coordination, supervision, monitoring and evaluation of Basic and Secondary education to improve the quality of education delivery.

b) Summary of Staffing

Director General – G2 = 1

Directors – G3 = 5

D/Directors – G4 = 9

S/Inspectors – G7= 10

Inspectors = 10

IT Secretariat unit G9 = 3

Total = 38

c) Job Description

Job Title: Director General for Directorate of Basic and Secondary Education G -2

Academic Qualification: At least Master Degree in Education

Experience: At least seven years of Service in Education Sector

General Roles and Responsibilities:

- The most senior and technical officer in the Directorate of General Education who directs and oversees the implementation of Basic and Secondary education policies and programs
- Provides leadership in the efficient and effective running of Directorate of General Education
- Ensures effective implementation of Basic and Secondary Education policies
- Ensures that Educational Institutions and resources are effectively used and managed for delivery of quality basic and secondary educational services in the ten states

Specific Roles and responsibilities:

- He/ She is subject to the directives of the Undersecretary
- Administers general Administration of Basic and Secondary Education in the country
- Ensures implementation of the South Sudan Educational policies and programs, including planning and managing of programs and supervises the Directorate
- Develops and oversees a performance Monitoring and Evaluation System of all Basic and Secondary Education planned activities
- Ensures that Basic and Secondary schools are administered in a proper and efficient manner
- Develops administrative principles and procedures for implementing general policies and administers the basic and Secondary school system
- The chief accounting officer for the Directorate

- Provides technical advice to the Ministries leadership on education matters
- Lobbies and advocates for funding and others resources for the implementation of Basic and Secondary Education
- Employs staff in liaison with the Ministry of Labour, Public Service and Human Resource Development
- Responsible for the appraisal of all Directors within the Directorate
- Represents the Directorate of in internal and external educational forums
- Undertakes any other duty assigned

Job Title: Director of Co-curricular Activities G 3

Academic qualification: Master Degree in Education

Experience: 5 years in Education

General Roles and Responsibilities:

- Oversees the planned activities of the Department
- The head of the Department who provides strategic direction in the Development, Management and Implementation of Co-curricular Programs.
- Accounts for implementation of the planned activities, productivity and performance of the Department personnel
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General of the Directorate

Specific Roles and Responsibilities:

- Responsible for Administrative and policy issues of the Department
- Supervises and monitors programs, and provides technical support towards the quality of the programs
- Develop long term Departmental plans & strategies
- Identifies and solicits possible sources of outside funding for the Department
- Manages Staff discipline in the Department
- Manages of funds released for Activities of the Department
- Initiates and oversee inter-Schools Sports & Culture competitions at National, Regional and International Levels
- Represents the Department in forums, and the spokesperson for the Department
- Coordinates Co-curricular programs with Partners

- Patron of South Sudan Secondary Schools Sports Association & South Sudan Secondary Schools Culture Association
- Undertakes any other duty assigned

Job Title: Director of Primary Education G 3

Academic qualification: Master Degree in Education

Experience: 5 years in Education

General Roles and Responsibilities:

- Oversees the planned activities of the Department
- The head of the Department who provides strategic direction in the Development, Management and Implementation of Co-curricular Programs.
- Accounts for implementation of the planned activities, productivity and performance of the Department personnel
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General of the Directorate
- Oversee preparation of departmental plan related to primary Education based on existing policies and regulations
- Oversee the supervision and monitoring of reports as provided by the States Ministries of Education
- Oversees effectiveness of research studies with research units of Primary Education programmes
- Oversees implementation of Administrative Policy guideline in Primary Education

Specific Roles and Responsibilities:

- Responsible for Administrative and policy issues of the Department
- Supervises and monitors programs, and provides technical support towards the quality of the programs
- Develops long term Departmental plans & strategies
- Identifies and solicits possible sources of outside funding for the Department
- Manages Staff discipline in the Department
- Manages funds released for Activities of the Department
- Represents the Department in forums, and the spokesperson for the Department
- Liaises with Departments to ensure effective implementations of South Sudan curriculum National Examinations and Assessments of learning outcomes

- Monitors efficiency and effectiveness of implementations of Primary education policies, rules and regulations by the states
- Monitors and coordinates relevant Primary Education programs
- Participates in Education Research and surveys
- Co-ordinate Management of Private Primary Schools
- Administer and coordinate management of National primary School feeding program
- Ensures that supervision and laid down regulation for Public and private Schools are harmonized and carried out
- Oversees Professional Teacher Development and support
- Oversees the implementation of related trainings
- Establishes relationship with other NGOs, and Development Partners to promote quality Primary Education programs
- Ensures access to Primary Education by all disable persons
- Explores ways to improve the department
- Ensures adequate regulation and coordinating of all sections and units in the Department
- Works closely with staff to ensure quality Management
- Chairs development meetings
- Answerable to Director General of Primary and Secondary Education
- Undertakes any other duty assigned

Job Title: Director of Secondary Education G 3

Academic qualification: Master Degree in Education

Experience: Five years working in Education Sector

General Roles and Responsibilities:

- The highest officer of the department in charge of development and implementation of department programs relating to secondary
- Provides strategic direction in developing and implementation of secondary Education programs
- Oversees the planned activities of the Department
- The head of the Department who provides strategic direction in the Development, Management and Implementation of Co-curricular Programs.
- Accounts for implementation of the planned activities, productivity and performance of the Department personnel

- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Oversee preparation of departmental plan related to Secondary Education based on existing policies and regulations
- Oversee the supervision and monitoring of reports as provided by the States Ministries of Education
- Oversees effectiveness of research studies with research units of Secondary Education programmes
- Oversees implementation of administrative policy guideline in Secondary Education

Specific detailed roles and responsibilities:

- Provides leadership in the Management of Secondary Education programs
- Supervises and monitors Secondary Education programs to provide strategic direction for standards relating to Secondary Education
- Provides norms for Secondary Education programs and School-community support structures
- Drafts policies related to Secondary Education
- Responsible for appraisal and recommendation of Teachers for promotions, transfers and demotions
- Responsible for Teachers and Students welfare and discipline
- Formulates policies related to Secondary Education
- Responsible for budgeting and planning related to Secondary Education
- Recommends recruitment and deployment of teachers and education managers
- Supervises and monitors programs, and provides technical support towards the quality of the programs
- Identifies and solicits possible sources of outside funding for the Department
- Manages funds released for Activities of the Department
- Represents the Department in forums, and the spokesperson for the Department
- Liaises with Departments Staff to ensure effective implementations of South Sudan curriculum National Examinations and Assessments of learning outcomes
- Monitors efficiency and effectiveness of implementations of Secondary Education policies, rules and regulations by the states
- Participates in Education Research and surveys
- Administer and coordinate Management of public and private Secondary School

- Ensures that supervision and laid down regulation for public and private schools are harmonized and carried out
- Oversees Professional teacher development and support
- Oversees the implementation of related trainings
- Establishes relationship with other NGOs, and Development Partners to promote quality Primary Education programs
- Ensures access to Secondary Education by all disable persons
- Ensures adequate regulation and coordinating of all sections and units in the Department
- Works closely with staff to ensure quality management
- Chairs development meetings
- Answerable to Director General of Primary and Secondary Education
- Undertakes any other duty assigned

Job Title: Director of ECD.G 3

Academic qualification: Master Degree in Education

Experience: Five years working in Education Sector

General Roles and Responsibilities:

- The highest officer of the Department of Early Childhood Development in charge of development and implementation of the general Education programs relating to pre-primary both Government and Private Schools
- Provides strategic direction in developing and implementation of General Education programs for Early Childhood in the Republic of South Sudan
- Oversees the planned activities of the Department
- The head of the Department who provides strategic direction in the Development, Management and Implementation of ECD Programs
- Accounts for implementation of the planned activities, productivity and performance of the Department personnel
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Oversee preparation of Departmental plans related to ECD Education based on existing policies and regulations
- Oversee the Supervision and Monitoring of reports as provided by the States Ministries of Education
- Oversees effectiveness of Research studies with research units of ECD programmes

- Oversees implementation of administrative policy guideline in ECD

Specific Roles and responsibilities:

- Provides leadership in the Management of General Education programs
- Supervises and monitors General Education programs to provide strategic direction for standards relating to Pre-School Education in South Sudan
- Provides norms for Pre-Schools Education programs and school-community support structures
- Drafts policies related to Pre-Primary Education
- Prepares plans related to Pre-Primary Schools based on existing plan/policy and regulation
- Provides capacity building to ECD cadres both in the Headquarters and the States
- Advocates for the rights of every learner
- Oversees the implementation, Supervision, Monitoring and Evaluation of ECD programmes/Activities
- Establishes relationship with other relevant Institutions NGOs and Development Partners for the development of ECD.
- Ensure proper supervision on laid down regulations on public/Private ECD centres are harmonized
- Ensures implementation of Pre-Primary School Curriculum by all
- Works closely with the Staff of the Department to ensure cooperation and coordination in the department
- Answerable to the Director General
- Undertakes any other duties assigned

Job Title: Director for School Feeding Programmes G 3

Academic Qualification: At least Master Degree in Education

Experience: At least Five years in related field

General Roles and Responsibilities:

- Assists in harmonizing with NGOs and community groups to support School Feeding Programs
- Oversees the Planned Activities of the Department
- Reports to Director General of Primary and Secondary Education
- The highest officer of the Department of School Feeding Programmes in charge of development and implementation of feeding programmes in both Government and Private Schools

- The head of the Department who provides strategic direction in the Development, Management and Implementation of Feeding Programs
- Accounts for implementation of the planned activities, productivity and performance of the Department personnel

Specific detailed roles and responsibilities

- Coordinates the Development of a National School Feeding policy
- Ensures that staffs are performing all the activities of the Department
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Facilitates Food supply to the National Secondary Schools and National Teachers Training Institutes
- Conducts School Needs Assessment/ on School Gardening
- Monitors and Evaluates School Feeding activities
- Ensures signing Letter of Understanding (LOU) between the Ministry of Education and WFP
- Ensures implementation of School Feeding Programmes
- Coordinates Purchase of tools and seeds for school gardens
- Advocates and mobilizes Community for the School Feeding Program through traditional and modern media
- Prepares plan for school feeding programmers
- Develops the strategic plan
- Collaborate with t relevant Partners, Ministries and UN agencies
- Acts as School Feeding Technical lead for any Education Emergencies

Job Title: Deputy Director Physical Education and Sports - G 4

Academic qualification: At least a Bachelor Degree in Education

Experience: At least five years working in similar area

General Roles and Responsibilities:

- Assist the Director based on assignment prescribed for him/ her
- Deputizes the Director of Co-curricular Activities in his / her absence
- Report Directly to the Director of Co-curricular Activities

Specific detailed Roles and Responsibilities:

- Prepares unit plans, Budgets and program based on the existing policies and procedures

- Translates Departments' policies into unit programs and monitors implementation
- Preparer Monthly, quarterly and annual report on activity and budget execution for the unit
- Coordinates trainings, meetings, workshops, seminars and Conferences for the unit
- In charge of staff discipline within the Unit
- Develops proposal for funding, and budget submissions to Ministry of Finance & Economic Planning
- Participates in Curriculum Development and review processes for Physical Education & Sports
- In charge of the Operation Room during Preparation, Organization and participation of Schools in Inter-Schools Sports Competitions
- Organizing Secretary South Sudan Secondary Schools Sports Association.
- Undertakes any other duty assigned to him/her by the Director

Job Title: Deputy Director of Culture - G 4

Academic qualification: At least Bachelor Degree in Education

Experience: At least five years working in similar area

General Roles and Responsibilities:

- Assists the Director based on assignment prescribed for him/ her
- Deputizes the Director of Co-curricular Activities in his / her absence
- Report Directly to the Director of Co-curricular Activities

Specific detailed Roles and Responsibilities:

- Prepares Unit plans, Budgets and program based on the existing policies and procedures
- Translates Departments' policies into unit programs and monitors implementation
- Prepare Monthly, quarterly and annual report on activity and budget execution for the unit
- Coordinates trainings, meetings, workshops, seminars and Conferences of the unit
- In charge of staff discipline within the Unit
- Develops proposal for funding, and budget submissions to Ministry of Finance & Economic Planning
- Participates in Curriculum development and review processes for Cultural Activities
- In charge of the Operation Room during Preparation, Organization and participation of Schools in Inter-Schools Cultural Competitions/ Festivals.
- Organizing Secretary for South Sudan Secondary Schools Culture Association
- Undertakes any other duty assigned to him/her by the Director

Job Title: Deputy Director of Public Primary School- G 4

Academic qualification: At least Bachelor Degree in Education

Experience: At least five years working in Education

General Roles and Responsibilities:

- Assists the Director based on assignment prescribed for him/ her
- Deputizes the Director of Primary Schools in his / her absence
- Report Directly to the Director of Primary Schools

Specific Roles and Responsibilities:

- Assists in preparing plans for Public Primary School Education
- Ensures implementation of Administrative policy guideline in Primary Education
- Ensures Professional Teacher Development and support
- Assists in enrolling access to unreliable persons
- Assists in ways to improve the Department
- Assists in developing and implementing programmes related to Public Primary School
- Coordinates and harmonizing Education programme with Partners
- Assists in supervising Curriculum Development
- Assists in providing equitable access to Education, coordinates the work with States Ministries of Education to promote Primary Education P.T.A and School Management Committee
- Collects data and statistics
- Coordinates workshops and seminars
- Assists in preparation and progress report
- Answerable to the Director
- Supervises the Unit staff
- Compiles reports
- Undertakes and duty assigned

Job Title: Deputy Director for Private Primary Schools - G 4

Academic qualification: At least Bachelor Degree in Education

Experience: At least five years working in Education Sector

General Roles and Responsibilities:

- Assists in formulation of policies, rules and regulations pertaining private Primary Education
- Assist in monitoring implementation of Government policy pertaining private primary Education
- Co-ordinates and harmonizes Primary Education programme with the private sector/investors
- Plans Procurement and distribution of School instructional materials to Private Schools
- Liaises with Department of Quality Assurance in Inspecting Private Primary Schools
- Assists the Director in his/her day to day activities
- He/she is answerable to the Director

Specific roles and responsibilities:

- Assists in preparing plans for Private Primary School Education
- Ensures implementation of Administrative policy guideline in Primary Education
- Ensures Professional Teacher Development and support
- Assists in enrolling access to unreliable persons
- Assists in way to improved Department
- Assists in developing and implementing programmes related to Private Primary Schools
- Coordinates and harmonizing Education programme with Partners
- Assists in supervising Curriculum Development
- Assists in providing equitable access to Education, coordinates the work with States Ministries of Education to promote Primary Education P.T.A and School Management Committee
- Collects data and statistics
- Coordinates workshops and seminars
- Assists in preparation of progress report
- Answerable to the Director
- Supervises the Unit staff
- Compiles reports
- Undertakes any duty assigned

Job Title: Deputy Director for ECDE Schools - G 4

Academic qualification: At least Bachelor Degree in Education

Experience: At least five years working in Education Sector

General Roles and Responsibilities:

- Deputizes the Director in the development and implementation of General Education programs relating to pre-primary both Government and Private Schools
- Deputizes the Director of ECD and together with him/her provides strategic direction in development and implementation of Pre-Primary Education programs
- Assists in formulation of policies, rules and regulations pertaining ECD Education
- Assists in monitoring implementation of Government policy pertaining ECD Education
- Co-ordinates and harmonizes primary ECD with the private sector/investors

Specific Roles and Responsibilities:

- Prepares and develops annual and operational work plans of the Directorate
- Assists the Director in preparation of annual budget
- Assists the Director in supervising and monitoring of Pre-Primary Education programs to provide strategic direction for standards relating to Pre-Primary (ECD)
- Ensures proper Management of the Department's resources
- Compiles the Department's reports
- Coordinates and implement Pre-Primary Education (ECD) programmes with other relevant institutions
- Liaises with States Education Officers to ensure quality Pre-Primary Education (ECD) programmes
- Assists in preparing plans related to Pre-Primary Education(ECD) based on existing policies and regulations
- Ensures implementation, supervision, and monitoring of Public Pre-Primary Education programmes/activities
- Prepares Pre-Primary Education (ECD) Staff Development plans
- Assists in planning and implementing Pre-Primary Education (ECD) training programme
- Coordinate ECD programme and implement with other relevant institutions.
- Initiates cordial relationship with institution to promote quality Pre-Primary Education (ECD)
- Coordinate work between MoEST/RSS and relevant Education Department in the States
- Assists in supervising and monitoring activities related to Pre-Primary Education (ECD)
- Coordinates with research units for effectiveness of Pre-Primary Education (ECD) programmes
- Ensures that implementation of administrative policy guideline is done as expected

- Assists in ensuring that the laid down regulations for Public ECD Schools are harmonized and carried out as required
- Assists in overseeing Teachers Development and Supports
- Plans procurement and distribution of school instructional materials to Public ECD Schools
- Liaises with Department of Quality Assurance in inspecting Public ECD Schools
- Undertakes any other duty assigned

JOB TITLE: DEPUTY DIRECTOR FOR TRAINING (ECD)

Academic Qualification: At least a Bachelor Degree in ECD

Experience: At least Five years working experience.

General Job description:

- Assist the Director according to the prescribed and approved scopes of work.
- Carries out performance appraisal of staff under his/her supervision.
- Step in for the Director during his/her absence.
- Report directly to the Department Director.

Specific roles and responsibilities:

- Ensure proper selection of trainees for training in ECD.
- Organizes and implements training programmes for ECD managers, teachers, SMC's and PTA'.
- Participates in planning, monitoring and evaluation of training programmes in ECD in the country.
- Build and maintains good relationships with Education Development Partners, Local Education Authorities and other stakeholders.
- Liaises with States Education offices for the overall implementation of training programmes.

Job Title: Deputy Director for Public Secondary Schools -G 4

Academic qualification: At least Bachelor Degree in Education

Experience: 5 years in Education

General Roles and Responsibilities:

- Deputizes the Director in the development and implementation of Public Schools programs
- Assists in formulation of policies, rules and regulations pertaining Secondary Education
- Assists in monitoring implementation of Government policy pertaining Secondary Education
- Co-ordinates and harmonizes Secondary Education with private sector/investors

Specific Roles and Responsibilities:

- Assists and supports the Director for Secondary Education in any of the agreed tasks:
- Prepares and develops annual and operational work plans of the Department.
- Assists the Director in preparation of annual budget.
- Supervises and monitors of Public Secondary Schools programs to provide strategic direction for standards relating to General Education
- Compiles the Directorate's reports on Public Secondary Schools
- In charge of discipline in the Unit and Public Secondary Schools
- Ensures Proper functioning of Public Schools administration and its Governing bodies
- Responsible for project monitoring and follow up
- Responsible for Public Secondary Schools data collection
- Prepares Unit plans, Budgets and program based on the existing policies and procedures
- Translates Departments' policies into unit programs and monitors implementation
- Prepare Monthly, quarterly and annual report on activity and budget execution for the unit
- Coordinates trainings, meetings, workshops, seminars and Conferences of the unit
- Develops proposal for funding, and budget submissions to Ministry of Finance & Economic Planning
- Participates in Curriculum development and review processes for Secondary Education
- Undertakes any other duties assigned

Job Title: Deputy Director for private Secondary Schools-G 4

Academic qualification: At least Bachelor Degree in Education

Experience: 5 years in Education

General Roles and Responsibilities:

- Deputizes the Director in the development and implementation of Private Secondary Schools programs
- Deputizes for the Director of Secondary Education and together with him/her provides strategic direction in developing and implementation of private Secondary Schools programs all over South Sudan
- Assists in formulation of policies, rules and regulations pertaining Secondary Education
- Assists in monitoring implementation of Government policy pertaining Secondary Education
- Co-ordinates and harmonizes Secondary Education with private sector/investors

Specific Roles and Responsibilities:

- Assists and supports the Director for Secondary Education in any of the agreed tasks
- Prepares and develops annual and operational work plans of the Department
- Assists the Director in preparation of annual budget
- Compiles the Department reports on Private Secondary Schools
- Supervises and monitors Public Secondary Schools programs to provide strategic direction for standards relating to General Education
- Compiles the Directorate's reports on Private Secondary Schools
- In charge of discipline in the Unit and Private Secondary Schools
- Ensures Proper functioning of Private Schools Administration and its Governing bodies
- Responsible for project monitoring and follow up
- Liaises with Research Department to Participate in Research activities
- Responsible for Private Secondary Schools data collection
- Prepares Unit plans, Budgets and program based on the existing policies and procedures
- Translates Department policies into unit programs and monitors implementation
- Prepare Monthly, quarterly and annual report on activity and budget execution for the unit
- Coordinates trainings, meetings, workshops, seminars and Conferences of the unit
- Develops proposal for funding, and budget submissions to Ministry of Finance & Economic Planning
- Participates in Curriculum development and review processes for Secondary Education
- Undertakes any other duties assigned

Job Title: Deputy Director for School Feeding G 4

Academic Qualification: At least a Degree in Education

Experience: At least five years working in Education Sector

General Roles and Responsibly:

- Stands in for the Director during his/her absence
- Assists the Department Director in Planning Activities
- Reports to the Director

Specific detailed roles and responsibilities:

- Links School farms / Garden with School Feeding Programs
- Advocates for Community and Parents to participate in School Feeding
- Oversees supervision, monitoring and evaluation of School Feeding activities
- Trains monitors and develop monitoring tools
- Coordinates Education programmes with the State Ministries of Education
- Coordinates all the activities related to School Feeding Programs with all the States
- Promotes Agricultural practices in rural Schools (where there is enough land) to empower the Schools to produce their own food
- Determines lines of accountability and provides a code of conduct
- Setting strategic framework for implementation
- Coordinates with line Ministries
- Prepares nutrition baskets for students
- Liaises with Ministry of Agriculture to promote school farms and school gardening
- Supplies Schools with seeds, garden tools and conducts workshops on food gardens
- Provides Technical advice on sustainable food production in schools
- Develops a document for monitors on food safety and on Food –Based Dietary Guidelines
- Assists in the development of the monitoring tools
- Reports to and answerable to Director for School Feeding Pregame

Job Title: Senior Inspector of Physical Education & Sports -G 7

Academic qualification: At least a Diploma in Education

Experience: at least five years working in Education Sector

General Roles and Responsibilities:

- Assists the Deputy Director of Physical Education & Sports based on assignment prescribed for him/ her
- Deputizes the Deputy Director of Physical Education & Sports in his / her absence
- Reports Directly to the Deputy Director of Physical Education & Sports

Specific Roles and Responsibilities:

- Designs academic calendar and program for conduct of Inter-Schools Sports Competitions
- In charge of distribution of Physical Education and sports equipment to Schools
- Supervises training, workshops, Seminars and conferences on Physical Education & Sports
- Carries out assessment, inspection, monitoring & evaluation of Sports activities in the States and Schools
- Secretary to the operation room during conduct of Inter-Schools Sports tournaments
- Compiles results of Inter-Schools Sports Competitions and present to the Deputy Director of Physical Education & Sports
- Performs any other duty assigned

Job Title: Senior Inspector of Culture - G 7

Academic qualification: At least Diploma in Education

Experience: At least five years working in Education Sector

General Roles and Responsibilities:

- Assists the Deputy Director of Culture based on assignment prescribed for him/ her
- Deputizes the Deputy Director of Culture in his / her absence
- Reports Directly to the Deputy Director of Culture

Specific detailed Roles and Responsibilities:

- Designs academic calendar and program for conduct of Inter-Schools Culture Competitions/ Festivals
- In charge of distribution of Culture Equipment/ Instruments to schools
- Supervises training, workshops, Seminars and conferences on Cultural Activities
- Carries out assessment, inspection, monitoring & evaluation of Cultural activities in the States and schools
- Secretary to the operation room during conduct of Inter-Schools Culture Competitions/ Festivals
- Compiles results of Inter-Schools Culture Competitions and present to the Deputy Director of Culture

- Performs any other duty assigned by Deputy Director of Culture

Job Title: Senior Inspector of Public Pre-Primary School - G7

Academic qualification: At least Diploma in Education

Experience: At least five years working in Education Sector

General Roles and Responsibilities:

- Coordinates and manages of Public Pre-Primary Schools inspection and supervision programmes in order to identify areas of needs and support
- Supervises implementation of curriculum of Pre-Primary Schools in Public Pre-Primary Schools for effective and timely implementation
- Ensures effective running of Pre-primary Education programmes and activities in the States

Specific Roles and Responsibilities:

- Carries out mapping of Public Pre-Primary schools all over South Sudan
- Plans and coordinates inspection of Public Pre-Primary Schools (ECD Centres) in the Country
- Monitors and evaluates implementation of Pre-Primary Schools (ECD) Curriculum in public Pre-Primary Schools in the Country
- Compiles inspection reports of Public Pre-Primary School (ECD Centres) in the whole Country
- Ensures effective implementation of Pre-Primary School (ECD) Curriculum in public schools in the whole Country
- Ensures that untrained Public Pre-Primary School teachers receive required training all over the Country
- Coordinates selection and training of all public pre-Primary school teachers
- Any other Duties assigned to him/her by Deputy Director for ECD.
- Prepare secretariat of ECD staff development plans and training.
- Plan and implement ECD activities related to training.
- Strengthen/Establish relationship with other institutions for promotion of quality Pre-Primary School (ECD) Education
- Ensures proper handling of Department documents
- Reports on delivery of the syllabus at all the States
- Coordinates activities with ECD inspectors at states level
- Renders report on monitoring and evaluation

- Answerable to Deputy Director for ECD
- Does any other assignment given

Job Title: Senior Inspector of Private Pre-Primary School - G 7

Academic qualification: At least Diploma in Education

Experience: At least five years in Education Sector

General Roles and Responsibilities:

- Coordinates and Management of inspection and supervision programmes for Private Pre-Primary Schools in order to identify areas of needs and support
- Supervises implementation of Curriculum of Pre-Primary Schools in Private Pre-Primary Schools for effective and timely implementation
- Ensures that the private Schools comply with Government rules and regulations on pre-primary private schools

Specific Roles and Responsibilities:

- Carries out mapping of private Pre-schools (ECD Centres) all over South Sudan
- Plan and coordinate inspection of Private Pre-primary schools (ECD Centres in the Country.
- Monitors and evaluates implementation of Pre-Primary Schools (ECD) Curriculum.
- Compiles inspection reports of Private Pre-Primary Schools (ECD Centres) in the whole Country
- Ensures effective implementation of Pre-Primary School (ECD) Curriculum in private schools in the whole Country
- Ensures that untrained Private Pre-School teachers received required training
- Coordinates selection and training of Private pre-school teachers
- Performs Any other Duties assigned
- Prepare development plans and training of ECD Staff
- Strengthens/Establishes relationship with Private Pre-Primary Schools for promotion of quality ECD Education
- Ensures proper handling of documents pertaining to Private ECD Schools in the country
- Reports on delivery of the syllabus and other supplies to private schools at states level
- Coordinates activities on Private Schools with ECD inspectors at States level
- Renders reports on monitoring and evaluation on private schools
- Performs any other assignment given
- Reports to Deputy Director for ECD

Job Title: Senior Inspector of Physical Education & Sports - G 7

Academic qualification: At least Diploma in Education

Experience: At least five years working in Education Sectors

General Roles and Responsibilities:

- Assists the Deputy Director of Physical Education & Sports based on assignment prescribed for him/ her
- Deputizes the Deputy Director of Physical Education & Sports in his / her absence
- Reports directly to the Deputy Director of Physical Education & Sports

Specific Roles and Responsibilities:

- Designs academic calendar and program for conduct of Inter-Schools Sports Competitions
- In charge of distribution of Physical Education and sports equipment to schools
- Supervises training, workshops, Seminars and conferences on Physical Education & Sports
- Carries out assessment, inspection, monitoring & evaluation of sports activities in the States and schools
- Secretary to the operation room during conduct of Inter-Schools Sports tournaments
- Compiles results of Inter-Schools Sports Competitions and present to the Deputy Director of Physical Education & Sports
- Performs any other duty assigned

Job Title: Senior Inspector for Public Secondary Schools - G 7

Academic qualification: At least Diploma in Education

Experience: At least five years in Education

General Roles and Responsibilities:

- Co-ordinates Management of Public Secondary Schools inspection and supervision programs in order to identify areas of needs and support
- Ensures effective and timely implementation of curriculum of Secondary Education in Public Secondary Schools in the country

Specific detailed Roles and Responsibilities:

- Assists the Deputy Director for Public Secondary schools in the above duties
- Manages and organizes inspection of Public Secondary Schools all over the country
- Monitors and evaluates implementation of Secondary Education Curriculum in Public Secondary Schools
- Carries out Public Secondary Schools mapping within the country

- Draws Program for School Inspection and compiles comprehensive Public Secondary schools inspection reports
- Monitors and evaluates the activities of State inspectors of Public Secondary schools
- Recommends Public Secondary schools teachers for training, promotion and transfer
- Ensures effective implementation of the Education policies related to inspection by relevant stake holders
- Interprets and disseminates Secondary education policy to stake holders
- In charge of Teacher affairs in Public Secondary Schools in consultation with Deputy Director
- Organizes conferences and workshops
- Performs any other duty assigned

Job Title: Senior Inspector for Private Secondary Schools. - G 7

Academic qualification: At least Diploma in Education

Experience: At least five years working in Education Sector

General job Description:

- Co-ordination and management of Private Secondary Schools inspection and supervision programs for Secondary Education in order to identify areas of needs and support.
- Ensures effective and timely implementation of Secondary Education curriculum in the Private Secondary schools in the country.

Specific detailed roles and responsibilities:

- Assists the Deputy Director in the above duties
- Manages and organizes inspection of Private Secondary schools all over the country
- Monitors and evaluates implementation of Secondary Education Curriculum in private Secondary Schools
- Carries out Private Secondary Schools mapping within the country
- Draws Program for Private Secondary Schools Inspection and compiles comprehensive reports
- Monitors and evaluates the activities of State Inspectors of Private Secondary schools
- Recommends Private Secondary Schools Teachers for training, promotion and transfers
- Ensures effective implementation of the Education policies related to inspection by relevant stake holders
- Interprets and disseminates Secondary education policy to stake holders

- In charge of Teacher affairs in Private Secondary Schools in consultation with Deputy Director
- Performs any other duties assigned

Job Title: Senior Inspector of Pre- Primary Schools Training - G 7

Academic qualification: At least Diploma in Education

Experience: At least five years serving in Education Sector

General Roles and Responsibilities:

- Coordinates and Manages Public Pre-Primary Schools Inspection and supervision programmes for Public Pre-Primary Schools in order to identify areas of needs and support
- Supervises implementation of curriculum of Pre-Primary schools in Public Pre-Primary Schools for effective and timely implementation
- Ensures effective running of Pre-primary Education programmes and activities in the states

Specific Roles and Responsibilities:

- Carries out mapping Public Pre-Primary schools all over South Sudan.
- Plans and coordinates inspection of Public Pre-Primary Schools (ECD Centres) in the Country
- Monitors and evaluate implementation of Pre-Primary Schools (ECD) Curriculum in public Pre-Primary Schools in the Country
- Compiles inspection reports of Public Pre-Primary School (ECD Centres) in the whole Country
- Ensures effective implementation of Pre-Primary School (ECD) Curriculum in public schools in the whole Country
- Ensures that untrained Public Pre-Primary School teachers received required training all over the Country
- Coordinates selection and training of all public pre-Primary school teachers
- Prepares secretariat of ECD staff development plans and training
- Plans and implement ECD activities related to training
- Strengthens/Establishes relationship with other institutions for promotion of quality Pre-Primary School (ECD) Education
- Ensure proper handling of department documents.
- Report on delivery of the syllabus at all the states.
- Coordinate activities with ECD inspectors at states level
- Renders report on monitoring and evaluation

- Answerable to Deputy Director for ECD
- Performs and work assigned

Job Title: Senior Inspector of Private Primary Schools - G7

Academic qualification: At least Diploma in Education

Experience: 5 years in Education

General Roles and Responsibilities:

- Assists the deputy director in his/her daily activities
- Supervise implementation of government policy ,rules and regulations pertaining private primary schools
- Ensures effective implementation of government primary school curriculum

Specific roles and responsibilities:

- Advises on matters relating to Private Education when and where ever appropriate
- Executes administrative inspection program
- Coordinates inspection of academic program
- Writes up all relevant inspection reports
- Holds conferences and seminars pertaining private schools with the stake holders
- Participates in text book and syllabus review as member of subject panels in curriculum development, acting as setters and markers of examinations
- Provides professional leadership and guidance in the management of the Private Primary Schools
- He/she reports to the Deputy Director
- Performs any task other tasks when requested
- Develops training materials/manuals
- Plans for training and workshops for State Inspectors, Head teachers and Education Managers on Private Education
- Conducts training workshops

Job Title: Senior Inspector for School Feeding Programs G 7

Academic Qualification: At least Diploma in Related field

Experience: At least five years in related area

General Roles and Responsibilities:

- Coordinate all the activities related to School Feeding Programs to all the states

- Assists the Department D/ Director Planning Activities.
- Report to the D/ Director

Specific detailed roles and responsibilities:

- Assists in the implementation of school Feeding Porgamme
- Oversees supervision, monitoring and evaluation of school feeding and school farms and gardens
- Answerable to Deputy Director for school feeding program
- Coordinates School Feeding unit with States
- Monitors food delivery
- Inspects food and school gardening functions
- Answerable to Deputy Director

Job Title: Inspector of Physical Education and Sports - G 8

Academic qualification: At least Diploma in Education

Experience: At least five years working in Education Sector

General Roles and Responsibilities:

- Assist the Senior Inspector of Physical Education & Sports based on assignment prescribed for him/ her
- Deputizes the Senior Inspector of Physical Education & Sports in his / her absence
- Report Directly to the Senior Inspector of Physical Education & Sports

Specific Roles and Responsibilities:

- Sets and maintains appropriate office filing system and record keeping.
- Compiles updated record of School teams and issues materials for sports competitions
- In charge of dissemination of information to the States and Schools
- Collects and disseminates to the States and Schools universal rules and regulations guiding Sports
- Manages logistics and assets of the Unit
- Supervises coaches and referees during conduct of Inter-Schools Sports Competitions
- Undertakes any other duty assigned

Job Title: Inspector of Culture - G 8

Academic qualification: At least Diploma in Education

Experience: At least three years working in Education Sector

General Roles and Responsibilities:

- Assists the Senior Inspector of Culture based on assignment prescribed for him/ her
- Deputizes the Senior Inspector of Culture in his / her absence
- Reports directly to the Senior Inspector of Culture

Specific Roles and Responsibilities:

- Sets and maintains appropriate office filing system and record keeping
- Compiles updated record of School teams and issues materials for Cultural competitions
- In charge of dissemination of information to the States and Schools concerning cultural Activities
- Collects and disseminates to the States and Schools universal rules and regulations guiding culture
- Manages logistics and assets of the Unit
- Supervises adjudicators during conduct of Inter-Schools culture Competitions/ Festivals
- Undertakes any other duty assigned

Job Title: Inspector of Public Primary Schools – G 8

Academic qualification: At least Diploma in Education

Experience: At least three years working in Education Sector

General Roles and Responsibilities:

- Implements and executes policies and programmes
- Assists in ensuring quality Education policies is implemented in States
- Assists in preparing plan related to Primary Education on existing programmes and activities

Specific roles and responsibilities:

- Disseminates information and materials on primary schools
- Assists in supervision and promoting activities on Primary School Education
- Visits States Institutional for School Inspection
- Participates in meetings
- Assists in planning and conducting training workshops
- Assists in writing reports
- Assists in developing training manuals

- In charge of School academic materials and equipment
- In charge of keeping School data
- Assists the Senior Inspector in discharging his/her daily activities
- Reports to Senior Inspector for Public Primary Education
- Performs any other duty assigned

Job Title: Inspector of Private Primary Schools - G 8

Academic qualification: At least Diploma in Education

Experience: At least three years working Education Sector

General Roles and Responsibilities:

- Assists the Senior Inspector in discharging his/her daily activities
- Ensure full implementation of government policy ,rules and regulations pertaining Private schools

Specific roles and responsibilities:

- Executes inspection programs
- Renders inspection reports
- In charge of School academic materials
- In charge of keeping of private school data
- Will be asked by high authorities to do other duties
- Reports directly to the Senior Inspector
- Visits states
- Inspects Private Primary Schools
- Participates in meetings
- Assists in planning and conducting training workshops
- Assists in writing reports
- Assists in developing training manuals

Job Title: Inspector of Public Secondary Schools - Grade: 8

Academic qualification: At least Diploma in Education

Experience: At least three years serving in Education Sector

General Roles and Responsibilities:

- Deputies the Senior Inspector in co-ordination and management of National and State inspection and supervision programs for Public Secondary Schools in order to identify areas of needs and support
- Deputies the Senior Inspector to ensure effective and timely implementation of Secondary Education curriculum in Public Secondary schools in the country

Specific Roles and Responsibilities:

- Assists and supports the Director for Secondary Education in any of the agreed tasks
- Assists the Deputy Director in the above duties
- Assists in Managing and organizing inspection of Public Secondary schools
- Monitors and evaluates implementation of Secondary Education Curriculum in Public secondary School
- Carries out Public Secondary schools mapping within the country
- Helps in drawing Program for Public Secondary Schools Inspection and compiles comprehensive schools inspection reports
- Monitors and evaluates the activities of State inspectors of Public Secondary schools
- Assist in recommending Public Secondary school teachers for training, promotion and transfer
- Ensures effective implementation of the education policies related to inspection by relevant stake holders
- Interprets and disseminates Secondary education policy to stake holders
- In charge of Public Secondary Schools teacher affairs in consultation with Deputy Director
- In charge of distribution of instructional and non-instructional materials to secondary schools
- Organizes conferences and workshops
- Any other duties assigned by a Deputy Director, Director or Director General for General Education
- Assists and supports the Senior Inspector for Public Secondary Education in any of the agreed tasks
- Assist the Senior Inspector in the above duties
- In charge of department facilities
- In charge of record keeping.
- In charge of distribution of instructional and non-instructional materials to public Secondary Schools
- Organizes conferences and workshops for public Secondary school

- Ensures proper management of the Directorate's resources
- Ensures effective implementation of the education policies related to facilities by relevant authorities.
- Performs any other duty assigned

Job Title: Inspector of Public Pre- Primary Schools - Grade: 8

Academic Qualification: At least Diploma in Education

Experience: At least three years serving in Education Sector

General Roles and Responsibilities:

- Co-ordinates management of state inspection and supervises programs for Public Pre-Primary Schools (Early Childhood Development)
- Assists in monitoring and evaluation of Pre-Primary Schools programs to identify areas of support and interventions
- Ensures effective and timely implementation of ECD Education curriculum in the State

Specific detailed roles and Responsibilities:

- Disseminates Pre-school Education policy to stake holders
- Disseminates information and materials on Pre-Primary Schools (ECD) to the states
- Assist in ensuring that quality Pre-Primary (ECD education) is implemented
- Assists in preparing plans related to the existing Pre-Primary Schools (ECD) activities and programmes
- Assists in monitoring the existing activities and programmes of ECD in the states
- Performs any other duty assigned

Job Title: Job Title: Inspector of Private Pre- Primary Schools - Grade: 8

Academic qualification: At least Diploma in Education

Experience: At least three years working in Education Sector

General Roles and Responsibilities:

- Co-ordinates Management of state Inspection and Supervision programs for Private Pre-Primary Schools (Early Childhood Development Centres to ensure proper monitoring and evaluation of Pre-Primary Education programs so as to identify areas of support and interventions
- Ensures effective and timely implementation of ECD Education curriculum in the State.

Specific detailed Roles and Responsibilities:

- Disseminates Pre-school Education policy to stake holders

- Disseminates information and materials on ECD to the states
- Assists in ensuring that quality Pre-Primary (ECD) Education is implemented in Private Schools
- Assists in preparing plans related to the existing ECD activities and programmes
- Assists in monitoring the existing activities and programmes of Private Pre-Primary Schools (ECD) in the states

Job Title: Inspector for School Feeding Program G 8

Academic Qualification: At least Diploma in Related field

Experience: At least three years serving in related area

General Job Descriptions:

- Coordinate school feeding activities with States.
- Monitor food delivery
- Assists snore inspector

Specific detailed roles and responsibilities:

- Liaises with contractors in supplying food to 11NSS and 7TTIs
- Ensures supervision, evaluation and monitoring of actives
- Coordinates with Stats school feeding Unit for implementation of the programmes
- Reports to the Seiner Inspector
- Advocates and aware the communities to participate in school feeding and school farms

Job Title: Inspector of Pre- Primary Schools Training - Grade: 7

Academic qualification: At least Diploma in Education

Experience: At least five years serving in Education Sector

General Roles and Responsibilities:

- Assists in co-ordination and Management of Pre-Primary Schools Inspection and supervision programmes for Public Pre-Primary Schools in order to identify areas of needs and support
- Assists in supervision and implementation of curriculum of Pre-Primary schools in Public Pre-Primary Schools for effective and timely implementation
- Ensures effective running of Pre-primary Education programmes and activities in the states

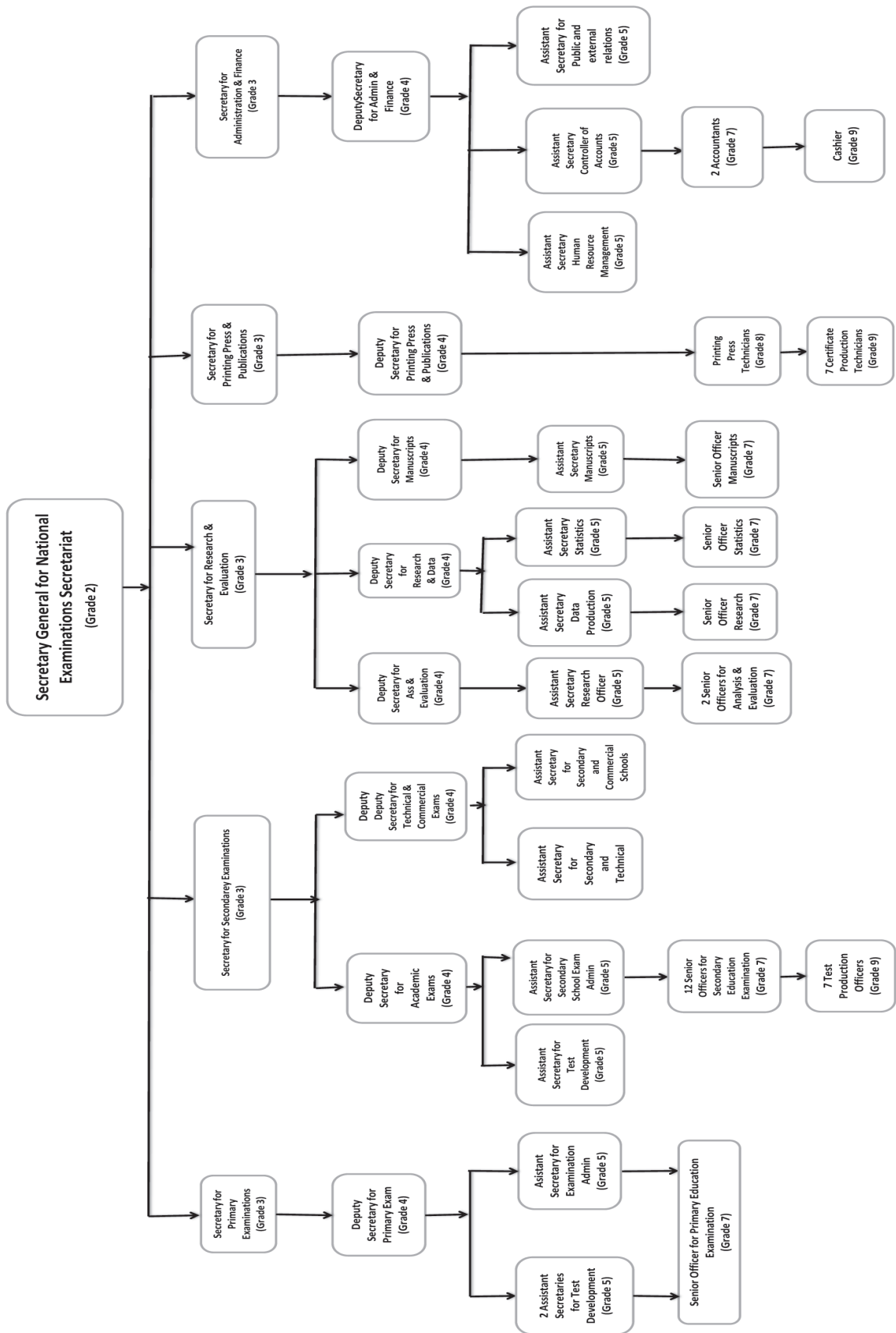
Specific Roles and Responsibilities:

- Assists in carrying out mapping Public Pre-Primary schools all over South Sudan

- Assists in planning and coordinates inspection of Public Pre-Primary Schools (ECD Centres) in the Country
- Monitors and evaluate implementation of Pre-Primary Schools (ECD) Curriculum in public Pre-Primary Schools in the Country
- Compiles inspection reports of Public Pre-Primary School (ECD Centres) in the whole Country
- Ensures effective implementation of Pre-Primary School (ECD) Curriculum in public schools in the whole Country
- Ensures that untrained Public Pre-Primary School teachers received required training all over the Country
- Coordinates selection and training of all public pre-Primary school teachers
- Prepares secretariat of ECD staff development plans and training
- Assists in planning and implements ECD activities related to training
- Strengthens/Establishes relationship with other institutions for promotion of quality Pre-Primary School (ECD) Education
- Ensures proper handling of department documents
- Reports on delivery of the syllabus at all the states
- Coordinates activities with ECD inspectors at states level
- Renders report on monitoring and evaluation
- Answerable to Senior Inspector for ECD
- Performs and wok assigned

CHAPTER TEN

STRUCTURE FOR NATIONAL EXAMINATIONS COUNCIL



National Examination Secretariat

National Examination Secretariat is mandated to Conduct Primary, Secondary, Business & Technical and such other examinations within South Sudan, as it may consider desirable in the public interest. It is also mandated to award certificates to successful candidates.

b) Summary of staffing

G2=1

G3=5

G4= 8

G5= 25

G7= 18

G9 = 9

Total = 66

Summary of Departments

Primary Exams= 6

Secondary Exams = 28

Research and Evaluation = 14

Printing Press = 10

Admin and Finance =8

Office of the SG=2

c) Job Description

Job Title: Secretary General for South Sudan National Examinations Council – G2

Academic qualification: Master Degree in Education

Experience: At least seven (7) years serving in a management position

General Job-Description:

- Oversees and accounts for the implementation of planned activities of the Secretariat
- Develops long and short term Examination strategies and other responsibilities as spelled out in the examinations Council Act (2011).
- Ensures the Secretariat is appropriately organized and staffed to enable it achieve its objectives
- Manages the personnel of the Secretariat and accounts for implementation of planned activities
- Ensures that expenditures of the Secretariat are within the approved annual budget
- Manages and Carries out performance appraisal of staff under his/her supervision
- Ensures that all personnel within the Secretariat have precise scopes of work and performance targets that are monitored and reported regularly

Specific roles and responsibilities:

- Coordinates the development of Secretariat's Plan and Budget
- Oversees Secretariat's policy design and development
- Coordinates /manages Secretariat's annual work plan
- Translates Examination policies into programs and monitors their implementation
- Coordinates conduct of Examinations with the States
- Communicates on behalf of the Secretariat to Government authorities, Stakeholders and the public
- Reports directly to the Undersecretary

Job Title: Personal Assistant/Office Clerk to the Secretary General – G9

Academic Qualification: At least a Diploma in Secretarial work

Experience: At least three years handling secretarial position

Specific roles and responsibilities:

- Handles Secretarial activities for the Secretary General
- Arranges and files documents in the office of the Secretary General
- Handles hospitality services in the office of the Secretary General

Job Title: Secretary of Administration & Finance – G3

Academic qualification: Master Degree in Administration and Financial management

Experience: At least five years in administrative field

General Job-description:

- Manages Finance and Examinations accounts including the procurement of goods and services
- Manages Information and Communications Systems, including records management
- Responsible for Administration in conjunction with office of the Secretary General

Specific roles and responsibilities:

- Establishes the finance function particularly processes and systems that ensure the use of sound planning, budgeting and accounting practices in the running of the Secretariat
- Provides overall Management of the finances and assets, and also responsible for the production and management of the annual Secretariat budgets, and ensures that the Secretariat's budgets are always planned to address the activities priorities
- Coordinates between Department and operating units in resolving day-to-day Administrative and operational problems

- Schedules and coordinates meetings, interviews, events and other similar activities
- Sends out and receives mails and packages
- Develops, maintains, and distributes all technical systems such as computer programs, formats etc. necessary for planning in the Examinations Secretariat

Job Title: Deputy Secretary for Administration & Finance – G4

Academic qualification: At least a Bachelor Degree in Administration and Financial management

Experience: At least three years of work in administration and financial management

General job-descriptions:

- Assists the Secretary on the prescribed and approved scopes of work
- Stands in for the Secretary during her/his absence

Specific roles & responsibilities:

- Coordinates/manages Finances and books of Examinations
- Coordinates with various Departments of the Secretariat on Finance & Accounts related activities
- Costs activities for the Admin & Finance unit and presents them to the Secretary for approval
- Prepares monthly reports on activities of the Admin & Finance unit
- Reports directly to the Secretary

Job Title: Controller of Accounts – G5

Academic qualifications: At least a Bachelor Degree in Accounting and Financial management

Experience: At least three years in handling financial and management matters

General job-descriptions:

Specific roles and responsibilities:

- Verifies and controls expenditures
- Keeps books of accounts
- Renders monthly reports on status of Exams and accounts to the Management of the Secretariat
- Reports to Deputy Secretary for Admin & Finance

Job Title: Human Resource Manager – G5

Academic qualifications: At least a Bachelor Degree in Human Resource Management

Experience: At least three years in Human Resource Management field

Specific roles and responsibilities:

- Creates jobs portfolios depending on needs of the Secretariat in coordination with the Ministry of Public Service
- Handles Staff Training, Capacity Building
- Handles Staff' Performance Appraisal and forwards report to the top Management for appropriate decision making
- Reports to the Deputy Secretary for Admin & Finance

Job Title: Public relation officer – G5

Academic qualifications: At least a Bachelor Degree in Human Resource Management

Experience: At least three years in Human Resource Management field

Roles and responsibilities:

- Creates cordial relation with various stakeholders in conjunction with office of the Secretary General
- Promotes Secretariat's reputation through media and other publications
- Reports to the Deputy Secretary for Admin & Finance

Job Title: Accountants – G7

Academic qualification: At least a Diploma in Financial Accounting

Experience: At least three years of work in related field

Specific roles and responsibilities:

- Handles books of accounts
- Balance Accounts of various Departmental activities
- Reports to Controller of Accounts

Job Title: Cashiers – G9

Academic qualification: At least a Diploma in Financial Management

Experience: At least three years in handling financial matters

Roles and responsibilities:

- Handles payment orders/vouchers
- Balances Accounts of various Departmental activities
- Reports to Controller of Accounts

Job Title: Secretary for Secondary School Examinations – G3

Academic qualification: Master Degree in Education

Experience: At least five years in Education Management position

General Job-descriptions

- Oversees the planned activities of the Department for which s/he is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities, productivity and performance of Department
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Secretary General

Specific roles and responsibilities:

- Develops long-term Secondary School Examinations strategies
- Makes all organizational and technical preparations for conduct of Secondary school examinations (e.g. Candidates' registration, test development, Examination conduct, marking of scripts etc.)
- Develops and distributes guidelines on conduct of Secondary School Examinations
- Communicates Secondary School Examinations priorities and goals to all stakeholders
- Develops and implement appropriate training programs for Secondary School Examinations Managers (Examiners, Markers, Setters, moderators etc)
- Monitors and appraises performance of Secondary School Examinations Personnel
- Design fee structure for Secondary school Examinations
- Identifies suitable Examiners for Secondary School Examinations
- Coordinates with various stakeholders in Secondary School Examinations (Curriculum Development Centre, General Education and concerned Development Partners)

Job Title: Deputy Secretary for Secondary school Examinations

Academic qualifications: At least Bachelor Degree in Education or its equivalent

Experience: At three years serving in Education Sector

General job-descriptions:

- Assists the Secretary on the prescribed and approved scopes of work
- Stands in for the Secretary during her/his absence
- Carries out Performance Appraisal of Staff under his/her Supervision

- Reports directly to the Department Secretary

Specific roles & responsibilities

- Coordinates/manages Secondary School Examination processes
- Coordinates with various subject Secretaries on matters related to Management and Administration of Secondary School Examinations
- Costs Secondary School Examinations activities in line with the approved Secretariat's budget
- Prepares monthly reports on Secondary School Examinations
- Reports directly to the Secretary

Job Title: Deputy Secretary for Technical and Business Examinations

Academic qualification: At least a Bachelor Degree in Technical/Commercial Education or its equivalent

Experience: At least three years serving in Education Sector

General job-descriptions:

- Assists the Secretary in the prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Reports directly to the Department Secretary
- Stands in for the Secretary during her/his absence

Specific roles & responsibilities:

- Coordinates/manages Technical and commercial secondary school examination processes.
- Coordinates with various Technical and Commercial subject Secretaries on matters related to Management and Administration of Technical and Commercial Secondary School Examinations
- Costs Secondary School Examinations activities in line with the approved Secretariat's budget
- Prepares monthly reports on Secondary School examinations
- Reports directly to the Secretary

Job Title: Assistant Secretaries for Test Development – Academic-G5

Academic qualification: At least a Bachelor Degree in relevant field

Experience: At least three years in handling the subject

Specific roles and responsibilities

- Generates Test Development Plan

- Identifies suitable Examiners and recommend them to the Secretary for selection
- Coordinate Test Development processes
- Monitors quality of the test items
- Report to the Deputy Secretary for Academic Examinations

Job Title: Assistant secretary for Test development -Technical Exams – G5

Academic qualifications: At least a Bachelor Degree in Education

Experience: At least three years serving in Education

- **Specific roles and responsibilities:**
- Generates Test Development Plan
- Identifies suitable Examiners and recommend them to the Secretary for selection
- Coordinates Test Development Processes
- Monitors quality of the Test items
- Reports to the Deputy Secretary for Academic Examinations

Job Title: Assistant Secretary for Test development - Commercial Exams – G5

Academic qualification: At least a Bachelor Degree in relevant field

Experience: At least three years serving in Education Sector

Specific roles and responsibilities

- Generates Test Development Plans
- Identifies suitable Examiners and recommends them to the Secretary for selection
- Coordinates Test Development processes
- Monitors quality of the Test Items
- Reports to the Deputy Secretary for Academic Examinations

Job Title: Assistant Secretary for Exams Administration – G5

Academic qualification: At least a Bachelor Degree in relevant Educational field

Experience: At least three years serving in Education Sector

Specific roles and responsibilities

- Generates Exams Administration Plans
- Identifies suitable Examination Supervisors and recommends them to the Secretary for selection
- Coordinates Exams Administration processes

- Reports to the Deputy Secretary for Academic Examinations

Job Title: Senior officers for Secondary Education Examinations (subject specialists) – G7

Academic qualification: At least a Diploma in education

Experience: At least five years serving in education Sector

Specific roles and responsibilities

- Coordinates Examination activities in their respective subjects
- Ensures quality of examination items of relevant subjects
- Monitors and supervises Typesetting and Art works of Examination papers

Job Title: Secretary for Research and Evaluation – G3

Academic qualification: At least a Master Degree in related field

Experience: At least five years serving in education Sector

- **General Job-descriptions:**

- Oversees the planned activities of the Department for which he/she is responsible
- Accounts for implementation of the planned activities of the Department and for the productivity and performance of Department's personnel
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities, productivity and performance of the Department
- Reports directly to the Secretary General

Specific roles and responsibilities

- Develops long-term Examination Research and Evaluation Strategies
- Makes all Organizational and Technical preparations for conduct of Annual Assessment of Progress in Education (AAPE)
- Develops and distributes guidelines on conduct of Research and Evaluation activities
- Develops and implements appropriate Training Programs for Research and Evaluation
- Monitoring and appraising performance of Research and Evaluation personnel
- Identifies suitable Enumerators for Assessment of Learning Progress tests
- Coordinates with various stakeholders in Research and Evaluation activities related to examinations (shares of statistics and dissemination of research findings)

Job Title: Deputy Secretary for Assessment and Evaluation – G4

Academic qualifications: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General job-descriptions:

- Assists the Secretary in the prescribed and approved scopes of work
- Stands in for the Secretary during her/his absence
- Carries out Performance Appraisal of Staff under his/her Supervision
- Reports directly to the Department Secretary

Specific roles & responsibilities:

- Coordinates/manages Research and Evaluation processes
- Coordinates with various stakeholders on matters related to Management and Administration of Research and Evaluation activities
- Costs Research and Evaluation activities in line with the approved Secretariat's budget
- Prepares monthly reports on Research and Evaluation activities
- Reports directly to the Secretary

Job Title: Deputy Secretary for Research and Data – G4

Academic qualifications: At least a Bachelor Degree in education

Experience: At least three years serving in educational research

General job-descriptions

- Assists the Secretary in the prescribed and approved scopes of work
- Stands in for the Secretary during her/his absence
- Carries out performance appraisal of Staff under his/her Supervision
- Reports directly to the Department Secretary

Specific roles & responsibilities

- Coordinates/Manages Research data
- Costs Research and Assessment activities in line with the approved Secretariat's budget
- Prepares Assessment, Research and Evaluation reports
- Reports directly to the Secretary

Job Title: Deputy Secretary for Manuscripts – G4

Academic qualification: At least Bachelor Degree in Statistics

Experience: At least three years serving in related field

General job-descriptions

- Assists the Secretary on the prescribed and approved scopes of work
- Stands in for the Secretary during her/his absence
- Carries out performance appraisal of Staff under his/her Supervision
- Reports directly to the Department Secretary

Specific roles & responsibilities

- Coordinates/manages Manuscripts
- Costs manuscripts activities in line with the approved Secretariat's budget
- Prepares monthly reports on Manuscripts Management
- Reports directly to the Secretary
- Assists Research officer

Job Title: Data programmer – G5

Academic qualification: At least Bachelor Degree in Statistics.

Experience: At least three years serving in related field.

Roles and responsibilities

- Processes and analyses data
- Responsible for Data interpretation and production

Job Title: Statistician – G7

Academic qualification: At least a Diploma in statistics

Experience: At least five years in statistical work

Specific roles and responsibilities:

- Develops data collection tools
- Analyses and interprets statistical data
- Publishes and disseminates Examination statistics

Job Title: Manuscripts – G7

Academic qualification: At least a Diploma in Information Management System

Experience: At least 5 years of work in related field

Specific roles and responsibilities:

- Develops Information Management Systems

- Maintains confidentiality of all Examination documents and information
- Reports to the Deputy Secretary for Manuscripts

Job Title: Secretary for Primary School Examinations – G3

Academic qualification: Master Degree in education

Experience: At least 5 years serving in Education Sector

General Job-descriptions:

Oversees the planned activities of the Department for which he/she is responsible

- Accounts for implementation of the planned activities and performance of Department's personnel
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Secretary General

Specific roles and responsibilities:

- Develops long-term Primary School Examinations Strategies
- Makes all Organizational and Technical preparations for conduct of Primary School Examinations (e.g. Candidates' registration, test development, examination conduct, marking of scripts etc.)
- Develops and distributes guidelines on conduct of Primary school Examinations
- Communicates the Primary School Examination priorities and goals to all stakeholders
- Develops and implements appropriate training programs for Primary School Examinations Managers (Examiners, Markers, Setters, moderators)
- Monitors and appraises performance of Primary School Examinations personnel
- Design fee structure for Primary school examinations
- Identifies suitable Examiners for Primary School Examinations
- Coordinates with various stakeholders in Primary School examinations (curriculum development centre, general education and concerned development partners)

Job Title: Deputy Secretary for Primary school Examinations – G4

Academic qualifications: At least Bachelor Degree in Education

Experience: At least 3 years serving in education Sector

General job-descriptions:

- Assists the Secretary in the prescribed and approved scopes of work
- Stands in for the Secretary during her/his absence

- Carries out Performance appraisal of Staff under his/her Supervision
- Reports directly to the Department Secretary

Specific roles & responsibilities

- Coordinates/manages Primary School Examination processes
- Coordinates with various subject Secretaries on matters related to Management and Administration of Primary School Examinations
- Costs Primary School Examinations activities in line with the approved Secretariat's budget
- Prepares monthly reports on Primary School Examinations
- Reports directly to the Secretary

Job Title: Assistant Secretaries for Test Development – G5

Academic qualification: At least Bachelor Degree in education

Experience: At least 3 years serving in education Sector

Roles and responsibilities

- Generates Test Development Plan
- Identifies suitable Examiners and recommend them to the Secretary for selection
- Coordinates Test Development Processes
- Monitors quality of the test items
- Reports to the Deputy Secretary for Academic Examinations

Job Title: Assistant Secretary for Exams Administration – G5

Academic qualification: At least Bachelor Degree in education

Experience: At least 3 years serving in education.

Specific roles and responsibilities:

- Generates Exams Administration Plan
- Identifies suitable Examination Supervisors and recommend them to the Secretary for selection
- Coordinates Exams Administration Processes
- Reports to the Deputy Secretary for Academic Examinations

Job Title: Senior officers for Primary Education Examinations (subject specialists) – G7

Academic qualification: At least a Diploma in education

Experience: At least 5 years serving in education Sector

Specific roles and responsibilities:

- Coordinates Examination activities in their respective subjects
- Ensures quality of Examination items of relevant subjects
- Monitors and supervises Typesetting and Art works of Examinations papers

Job Title: Secretary for the Printing Press and Publications – G 3

Academic qualification: Master Degree in Management Information Systems or Publication

Experience: At least 5 years in Printing & Publication

General Job-descriptions:

- Oversees the planned activities of the Department for which he/she is responsible
- Oversees all in-house printing requirements of the Secretariat such as stationery, answer booklets, question papers etc
- Ensures steady maintenance and servicing of Machineries and equipment
- Accounts for timely implementation of Planned Printing works
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Secretary General

Specific roles and responsibilities

- Develops long-term Printing Press Strategies
- Makes all Organizational and Technical preparations for printing of all works
- Develops and distributes guidelines on use of the printing press
- Communicates printing and publication priorities and goals to all stakeholders
- Develops and implement appropriate training programs for Technicians and Managers
- Monitors and appraises performance of the Printing Press personnel
- Identifies and engages temporary workers .during examination printing
- Coordinates with various stakeholders on activities related to the Printing Press

Job Title: Deputy Secretary for Printing Press and Publication – G4

Academic qualification: At least a Bachelor Degree in Management Information Systems or Publication

Experience: At least three years in Printing and Publication

General Job Description

- Assists the Secretary in the prescribed and approved scopes of work

- Stands in for the Secretary during her/his absence
- Carries out performance appraisal of Staff under his/her Supervision
- Reports directly to the Department Secretary

Specific roles & responsibilities:

- Coordinates/manages all printing works
- Coordinates with various stakeholders on matters related to printing and publication
- Plans for Printing press consumables and arranges for procurement with relevant departments
- Prepares monthly reports on stocking level (consumables, spare parts etc.)
- Reports directly to the Secretary

Job Title: Printing Press Technician – G8

Academic Qualification: At least a Diploma in Management Information Systems or Publication

Experience: At least three years serving in Printing and Publication

Specific roles and Responsibilities:

- Operates printing machines
- Maintains machineries
- Engages in all Examination stages/processes

Job Title: Certificate Production Technician – G9

Academic Qualification: At least a Diploma in Management Information Systems or Publication

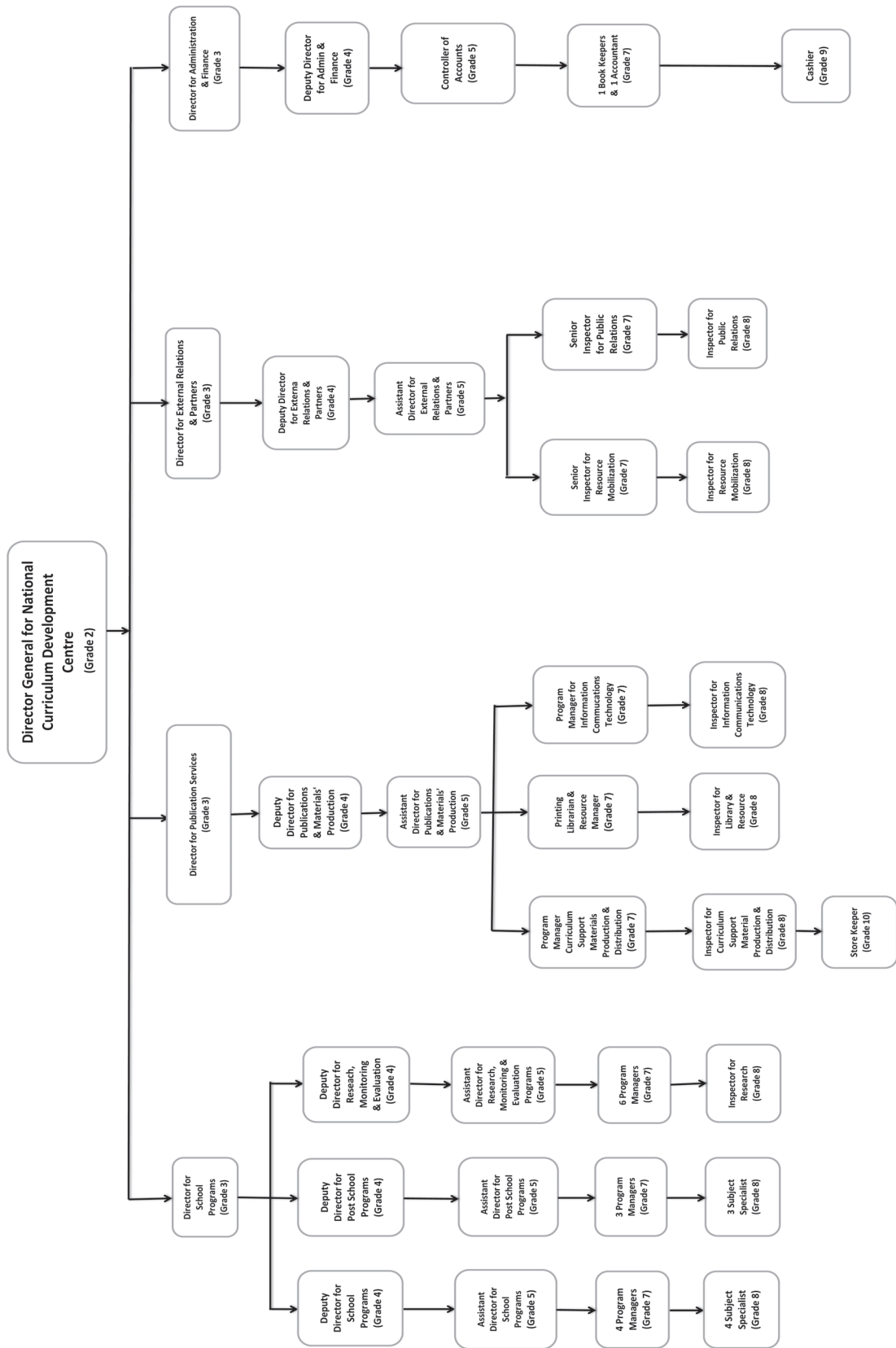
Experience: At least 3 years serving in Printing and Publication

Specific roles and Responsibilities:

- Extract candidates' data from computer records
- Inserts candidates' details on computerizes certificate worksheet
- Scans candidates' information into a central computerised system
- Prints certificates
- Keeps records of issued certificates

CHAPTER ELEVEN

STRUCTURE FOR NATIONAL CURRICULUM DEVELOPMENT CENTRE



National Curriculum Development Centre

The National Curriculum Development Centre is mandated to design and develop educational programmes and materials for Primary, Secondary Education and Technical Vocational Education & Training.

Job title: General Secretary for National Curriculum Development Centre – G2

Academic Qualification: Master Degree in Curriculum Development & Implementation

Experience: Seven years serving in Education Sector

General Job-Description

- Oversees and accounts for implementation of planned activities of the National Curriculum Development Secretariat across South Sudan in cooperation with the State Ministries of Education, Science & Technology
- Develops long and short term Sector Strategies and other responsibilities as spelled out in the Roles and Responsibility Code Book of RSS-MoEST
- Accounts for implementation of planned activities, productivity & performance of the National Curriculum Development Secretariat
- Manages and Carries out performance appraisal of staff under his/her supervision
- Ensures that all personnel within the National Curriculum Development Secretariat have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Undersecretary

Specific Job Description

- Conducts higher profile meeting on behalf of the secretariat
- Makes decisions regarding the activities of the entire secretariat staff
- Responsible for international and external relations
- Updates the Governing board and the Minister of Education on the issues of the National Curriculum
- Responsible for overseeing and making policies to improve States Finance
- Responsible for maintaining the secretariat positive public image
- Delegates his/her power to any staff of secretariat
- Works in a team and cooperates with the entire curriculum official to ensure smooth running of the secretarial
- Updates the council and the entire staff of National Curriculum of urgent news or pertinent development

Job Title: Secretary for School Programme – G3

Academic Qualification: Master Degree in Educational field

Experience: At least five years serving education Sector

General Job-descriptions

- Oversees the planned activities of the Secretariat for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities, productivity and performance of the Secretariat
- Ensures that all personnel within his/her Secretariat have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Secretary General of the National Curriculum Development Secretariat

Specific job-descriptions

- Ensures quality improvement in National Curriculum
- Strengthens the National Education systems fundamental to provide equitable access to quality education to all states
- Reviews National Curriculum regularly
- Develops Educational Approaches, Methodologies and Guidelines for School programme implementation
- Develop learning and teaching materials and Teacher Guides
- Organises In-service training for the instructor on implementation of the curriculum
- Builds of capacity of curriculum developers
- Ensures that cross cutting issues are integrated in the National Curriculum appropriately

Job title: Deputy Secretary for Post School Programme - Grade: 4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in Education Sector

General job-descriptions

- Assists the Secretariat Secretary according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Secretary during her/his absence
- Reports directly to the Secretariat Secretary

Specific job-descriptions

- Provides access to demonstrate effective skills acquired during training, oversees, supervises and monitors activities related to out of school youth.
- Creates centres or clubs to develop younger people skills and increase their independency as vital and active member of community

- Carries out age appropriate activities to promote literacy through activity self-expressive arts music, drama, moral stories /Folk Tale and Poetry
- Improves literacy and numeracy learning for out of school children and youth

Job Title: Deputy Secretary for Research, Monitoring and Evaluation - Grade: 4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years working in education Sector

General job-descriptions

- Assists the Secretariat Secretary according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Secretary during her/his absence
- Reports directly to the Secretariat Secretary

Specific job-descriptions

- Ensures that Educational Research, Monitoring and Evolution of data and Statistics are carried out and tested to measure the processes of educators' teaching methods and educational programme
- Evaluates Educational and Research testing data analyses
- Prepares plan for Research, Monitoring and Evaluation unit
- Provides guidance on how to conduct research, monitoring and evaluation
- Documents Research studied publications carried out in Education
- Disseminates Research results to appropriate secretariat and others keys stakeholders

Job Title: Deputy Secretary for School Programme - Grade 4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years in education Sector

General job-descriptions

- Assists the Secretariat Secretary according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Secretary during her/his absence
- Reports directly to the Secretariat Secretary

Specific job-descriptions:

- Improves literacy, life skills and numeracy learning for school children, youth and out of school

- Makes and Strengthens Primary Schools Management
- Ensures Functional and effective school Inspection and Supportive Supervision
- Supports Sector Policy Development, Strategic Planning and Reviews
- Improves school infrastructure
- Deputizes the Secretary for School programme and carries given tasks
- Exercises responsibilities of the Secretary of the School Programme in his and her absence
- Monitors the Curriculum activities regarding pre-school, primary, secondary and cross-cutting issues
- Strengthens States Education to provide equitable access of quality education in all states
- Updates the Secretary of School Program on Curriculum Development activities
- Ensures that the National curricular are implemented in all States
- Ensures that development of Educational approaches, methodologies and guidelines implementation programmes are in progress
- Ensures that learning and teaching materials are developed and distributed to all states of south

Job Title: Secretary for Publication and Media Services - Grade 3

Academic Qualification: Master Degree in Publication and Media Services

Experience: At least five years working in a related field

General Job-descriptions

- Oversees the planned activities of the Secretariat for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities, productivity and performance of the Secretariat.
- Ensures that all personnel within his/her Secretariat have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Secretary General of the National Curriculum Development Secretariat within which the Secretariat resides

Specific job-descriptions

- Plans, directs and coordinates the printing activities and resources
- Ensures that productions meet output and quality goals
- Establishes and maintenances printing press
- Ensures effective Education Management and information are in place

- Organises Educational programme on media
- Develops affordable, relevance and quality audio visual multimedia material
- Monitors the effectiveness of Radio and TV broadcasting programs
- Builds capacity of media production staff
- Incorporates ICT in the curriculum
- Utilises personnel (overtime, shift, schedule, etc.....) and capital resource (machines, towers, folders runs, etc.....) in order to meet production goals
- Plans for production and promotional strategies
- Schedule orders to ensure smooth flow of production processes
- Plans for number of personnel to meet the required standards of production
- Prepares and completes all reports in a timely manner
- Maintains records and quality controls
- Calculates labour and equipment requirements and production specifications, using standard formulas
- Maintains operational data such as time, production, cost records and prepare management reports of production results
- Plans, monitors reorder point of stocks (paper, ink, plates, chemicals, etc...)
- Plans and establishes work schedules, assignments, and production sequences to meet production goal
- Identifies and approves new supplies for quality of printing with guidance from Management and Finance Department
- Comes up with ways to make the production process more efficient
- Ensures that the final production is on time
- Manages flow of manuscripts, page proofs and final revision checks preliminaries and final files/pages
- Ensures timely submission of final files both print and electronic production
- Makes, designs and produces decisions that meets production standards/goals and timeline
- Meets with authors, designers, publishers and printers to ensure highest production standards for the press
- Schedules maintenance on all units and related equipment to ensure readiness for all press runs
- Disseminates information and publications

- Observes work, monitors Ganges, dials, and other indicators to ensure that operators conform to production or processing standards
- Reviews current production process and work flow to control costs and maintains efficient workflow
- Ensures observance of safe working practice
- Trains and directs others on work process
- Serves as resource to others in resolving complex problems
- Liaises with Management
- Inspects material production, equipment to detect defect or malfunction
- Interprets specification, blue prints, job orders and company policies and procedures for staffs

Job Title: Deputy Secretary for Publication and Media Services - Grade 4

Academic Qualification: At least a Bachelor Degree in Publication and Media Services

Experience: At least three years working in a related field

General job-descriptions

- Assists the Secretariat Secretary according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Secretary during her/his absence.
- Reports directly to the Secretariat Secretary.

Job Title: Secretary for External Relations and Partners - Grade 3

Academic Qualification: Master Degree in External Relations

Experience: At least five years working in a related field

General Job-descriptions

- Oversees the planned activities of the Secretariat for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities and performance of the Secretariat
- Ensures that all personnel within his/her Secretariat have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Secretary General of the National Curriculum Development Secretariat
- **Specific job-descriptions:**
- Ensures improved partnership in Educational programmes

- Develops linkages with universities
- Establishes network with others Educational Institutions
- Promotes staff exchange programme
- Solicits funds from Development Partners
- Lobbies for the capacity building such as training, scholarships, and skills exchange (tours) to improve the Education standard of Curriculum developers
- Develops training plan and strategies for teachers and curriculum developers
- Coordinates with relevant ministries and other partners for the purpose of information exchange

Job Title: Deputy Secretary for External Relation and Partners - Grade: 4

Academic Qualification: At least a Bachelor Degree in External Relations

Experience: At least three years working in a related field

General job-descriptions

- Assists the Secretariat Secretary according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Secretary during her/his absence
- Reports directly to the Secretariat Secretary

Specific job-descriptions

- Develops and implements a fully integrated fund raising and partnership resource mobilisation and development strategies
- Reviews, monitors and does funding policy and trends in the secretariat
- Identifies and responds to grant opportunity
- Ensures appropriate representation of the Secretariat office in strategic Donors, Partners and Government meetings that could lead to resource acquisition and collaboration
- Leads resource mobilisation capacity development planning and implementation in secretariat office
- Coordinates opportunities for assistance secretary to meet with Donors

Job Title: Assistant Secretary for External Relation and Development - G5

Academic Qualification: At least a Bachelor Degree in External Relations

Experience: At least three years working in a related field

Specific job-descriptions:

- Answerable to: deputy secretary for External Relation and Development Partner
- Assess the Deputy Secretary for External relation Development Partners
- Acts in a place of Deputy Secretary for External relation Development partners in absence
- Coordinates the work of Senior Inspectors and reports to Deputy Secretary
- Prepares and manages correspondence reports and documents
- Coordinates follow-up of information both internally and externally
- Handles incoming mails and others documents

Job Title: Senior Inspector for Resource and Mobilization – G7

Academic Qualification: At least a Diploma in Education

Experience: At least five years working in a related field

Specific job-descriptions:

- Answerable to *assistance Secretary for External Relation and Development Partners*
- Develops and implement fully integrated fund raising and partnership resource mobilization and development strategies
- Reviews, monitors Donor funding policy and trends in the secretariat
- Identifies and responds to grand opportunity
- Ensures appropriate representation of the secretariat office in Strategic Donors, Partners and Government meetings that could lead to resource acquisition and collaboration
- Leads resource mobilisation capacity development planning and implementation in the secretariat office
- Coordinates opportunities for Assistant Secretary to meet with donors

Job Title: Senior Inspector for Public Relation – G7

Academic Qualification: At least a Diploma in Public Relation

Experience: At least five years working in a related field

Specific job-descriptions:

- Answerable to *Assistant Secretary for External Relation and Partners*
- Presents findings from evaluation activities internally and externally at meetings, conferences and seminars
- Encourages and facilitate use of evidence-based Inspection approaches by Inspectors
- Provides professional leadership for the delivery of functions of the secretariat by ensuring that all prescribed reports, notifications, and others relevant information are processed in timely manner and in accordance with established procedures

- Acts in absence of Assistant Secretary for external relation and partners
- Establishes and maintains a system of regular professional meetings with inspector

Job Title: Secretary for Administration and Finance - Grade 3

Academic Qualification: Master Degree in Administration and Management

Experience: At least five years in Administrative work

General Job-descriptions:

- Oversees the planned activities of the Secretariat for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities, productivity and performance of Secretariat
- Ensures that all personnel within his/her Secretariat have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Secretary General of the National Curriculum Development Secretariat

Specific job-descriptions:

- Ensures that effective and efficient Administration and services Management and Finance control systems are put in place for proper accountability and Management of resources
- Prepares NCD Secretariat annual budget in consultation with other Secretariats and the board of Secretaries
- Ensures that, expenditure are monitored against the budget lines and makes reports on any variants including recommendations on necessary measures
- Puts in place internal control system and ensure compliance
- Performs Financial programmatic audits
- Ensures that internal auditing is done and prepares for external audits whenever needed
- Prepares monthly Financial and Management report to Secretary General
- Oversees procurement of the office equipment/ machines and office supplies/ stationary
- Provides technical advice to the Board of Secretaries on resources mobilization, allocation and utilization

Job Title: Deputy Secretary for Administration & Finance – Grade 4

Academic Qualification: At least a Bachelor Degree in Administration and Management

Experience: At least three years in Administrative work

General job-descriptions

- Assists the Secretariat Secretary according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Secretary during her/his absence
- Reports directly to the Secretariat Secretary

Specific job-descriptions

- Provides daily general personal and administration services to the Secretariat of NCD
- Ensures a friendly safe and conducive working environment
- Responsible for repair and maintenance of office facilities, equipment and vehicles
- Responsible for processing of leases for Secretariat NCD office facilities and housing
- Monitors matters related to employees group gratuity and assurance
- Monitors matters related to medical claims and personal accidental policies as indicated in education Act-2012
- Makes payments for the purchases, leave travelling , concessions, loan and daily allowance providence fun and gratuity
- Makes payments for the dues of the staff accordingly
- Monitors matters/issues related to the employees panting
- Controls budget and provides details to the secretary
- Prepares and supplements the secretariat of National Curriculum Development of Staff budget
- Manages Secretariat Finances including foreign aids to ensure effective resource allocation and utilisation
- Procured bids for the Secretariat
- Controls budget and provides details to the Secretary of administration and finance
- Performs Financial and Programmatic audit
- Supervises loans/ contractual negotiations
- Develops and improves procedures with the secretarial
- Maintains personals records
- Accountable for any financial expenditure

Job Title: Deputy Secretary for Human Resource: Grade 4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years in Education Sector

General job-descriptions

- Assists the Secretariat Secretary according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the Secretary during her/his absence
- Reports directly to the Secretariat Secretary

Specific job-descriptions:

- Prepares plans for capacity building to the unit
- *Coordinates and implements Human resource Development plans in the National Curriculum Secretariat*
- Ensures development/improvement of standards of National Curriculum Staff
- *Responsible for implementation of public service regulation and polices*
- *Identifies Staff vacancies/recruitments, interviews and selection of applicants*
- Ensures standard information sharing
- Conducts studies on issues for recording the Education standard effectiveness

Job Title: Assistant Secretary for Publication and Material Production - grade (5)

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years in education Sector

Specific job-descriptions:

- Supervises activities of LMT production distribution
- Monitors printing of LMT
- supervises all the production equipment in the unit
- Responsible for internet connection and Education Technology
- Answerable to D/S for publication and material production

Job Title: ICT – G7

Academic Qualification: At least a Diploma in ICT

Experience: At least five years in ICT

Specific job-descriptions:

- Oversees efficient provision of ICT Technical support to all members and the Board of Directors
- Ensures software and hard ware installations, repair of computers, printers, photocopier etc
- Advises the board of Director on Procurement ICT equipment

- Ensures the office has internet/network connections
- Oversees the establishment and maintenance of database including the development of a NCDS's website and up-dating whenever necessary

General roles and responsibilities:

- Provides Leadership and Management for the M &E staff
- Ensures conducive working environment for staff
- Develops new jobs description for M & E and up-date them when need arises
- Prepares quarterly and annual Management reports to the Board of Directors
- Conducts performance appraisals for the Departmental staff and makes recommendations
- Holds monthly Departmental meetings with the Staff to discuss issues pertaining M & E Department
- Ensures appropriate training and development programs for the Staff implemented
- Performs any other duties and responsibilities that may be assigned to you by your supervisor as may deemed necessary

Job Title: Controller of Accounts – G5

Academic qualifications: At least a Bachelor Degree in Accounting and Financial management

Experience: At least three years in handling Financial and Management matters

General job-descriptions:

Specific roles and responsibilities:

- Verifies and control expenditures
- Keeps books of accounts
- Renders monthly reports on status of exams account to the management of the Secretariat.
- Reports to Deputy Secretary for Admin & Finance

Title: Book Keeper - G7

Academic qualifications: At least a Diploma in Accounting and Financial management.

Experience: At least five years in handling financial and management matters

Specific roles and responsibilities:

- Answerable to Controller of Accounts
- Process payroll in a timely manner
- Pays the secretariat staff

- Maintains daily accounting reports
- Maintains an orderly accounting filing system
- Generates invoices for client and checks for vendors as well as handling payroll
- Prepares cash flow statement
- Deals with financial paper working and finding

Job Title: Cashiers – G9

Academic qualification: At least a diploma in financial management

Experience: At least three years in handling financial matters

Roles and responsibilities:

- Handles payment orders/vouchers
- Balances accounts of various departmental activities.
- Reports to controller of accounts.

Job Title: Storekeeper - G10

Academic qualification: At least a Certificate in related field

Experience: At least three years in storekeeping

Roles and responsibilities:

- Answerable to *Inspector of Curriculum Support Materials Production And Distribution*
- *Receives and inspects all incoming materials and reconciled with purchase orders, processes and distributes documentations tracks damages and discrepancy on order received*
- *Makes intra and inter Secretariat deliveries of request, surplus office furniture and merchandise*
- *Maintains records of all the deliveries*
- *Fills supplies requisition deliveries order to the secretariat and staff*
- *Receives, stores, tags and tracks surplus property and prepares property list for items to be sold at auction*
- *Receives, stores documents confidential files, maintains records of approved document and confidential file instruction*
- *Ships and cancels any damaged items back to vendors as appropriate*
- *Delivers and sets up furniture for various secretariat events as requested*
- *Maintains the ware house, records areas and store areas in neat and orderly manner*

- *Handles and documents storage and transportation of dangerous materials*
- *Answers question regarding procedures and resolves discrepancy regarding receipt deliveries, warranties repairs and surplus property*

Job Title: Senior Inspector for ECD-G7

Academic qualification: At least a Diploma in ECD

Experience: At least five years in ECD

Roles and responsibilities:

- Responsible for Inspector for Early Childhood Development
- *Answerable for Assistance Secretary for Schools Programmes*
- Leads in development and implementation of Curriculum for early childhood education
- Leads and deliver Curriculum for childhood centres expansion and development programme
- Formulates relevant areas of early childhood development learning materials
- Designs and develops areas of focus in ECDE activities. E.g. Curriculum Development
- Involves stakeholders in materials development. Eg. Text books .etc....
- Plans and organises seminars/workshops and refresher courses for ECDE Teachers, practitioners and Trainers
- Establishes ECDE Practitioners Research Centres
- Monitors and evaluates of ECDE curriculum
- Develops ECDE models and syllabi for all levels of Teachers Training
- Updates ECDE teachers, trainers/others practitioners on matters pertaining to ECDE
- Conducts short courses for new update curriculum for practicing ECDE teachers and trainers on the new matters related to ECDE
- Liaises with other Ministries, NGOs/partners, home affairs etc. so as to seek ways of promoting ECDE at all level
- Identifies, designs and carries out Research in ECDE
- Coordinates with the School Inspectors with the running of the ECDE centres
- Encourages new initiatives, approaches and alternatives to stimulate child growth and development
- Prepares and develops both National and local material to suit the varied environment, culture and languages in south Sudan

Job Title: Senior Inspector for Primary- G7

Academic qualification: At least a Diploma in Education

Experience: At least five years in Education Sector

Roles and responsibilities:

- *Is answerable to assistance secretary for school programme*
- Leads on development and implementation of curriculum for primary education
- Leads and delivers Curriculum for Primary centres expansion and Development Programme
- Formulates relevant areas of early Primary development learning materials
- Designs areas of focus in primary activities. E.g curriculum development
- Involves stakeholders in Primary learning Teaching Materials (LTM) development. Eg. Text books .etc....
- Plans and organises seminars/workshops and refresher courses for Primary Teachers, practitioners and Trainers
- Establishes on Primary practitioners' Research centres
- Monitors and evaluates Primary Curriculum
- Develops Primary models and syllabuses for all levels of teachers training
- Updates Primary Teachers, Trainers/others practitioners on matters pertaining to Primary
- Conducts short courses for new update Curriculum for practicing Primary Teachers and trainers on the new matters related to primary
- Liaises with other Ministries, NGOs/partners, home affairs etc..to seek ways of promoting Primary at all level

Job Title: Senior Inspector for Secondary – G7

Academic qualification: At least a Diploma in ECD

Experience: At least five years in ECD

Roles and responsibilities:

- *Is answerable to assistance secretary for school programme*
- Leads in development and implementation of Curriculum for Secondary Education
- Leads and delivers curriculum for secondary centres expansion and development programme.
- Formulates relevant areas of Secondary development learning materials
- Designs areas of focus in secondary activities. E.g Curriculum development
- Involves stakeholders in Secondary learning teaching materials (LTM) development. Eg. Text books .etc....

- Plans and organises seminars/workshops and refresher courses for Secondary Teachers, practitioners and trainers
- Establishes Research centres for Secondary practitioners
- Monitors and evaluates Secondary Curriculum
- Develops of Secondary models and syllabi for all levels of Teachers training
- Updates Secondary teachers, trainers/others practitioners on matters pertaining to Primary
- Conducts short courses for new update curriculum for Secondary Teachers and trainers on the new matters related to Secondary
- Liaises with other Ministries, NGOs/partners, home affairs etc..to seek ways of promoting Secondary at all level

Job Title: Senior Inspector for Cross Cutting Issues – G7

Academic qualification: At least a Diploma in Education

Experience: At least five years in Education

Roles and responsibilities:

- *Is answerable to Assistance Secretary for School Programme*
- *Ensures that all the domains of cross cutting issues are integrated in National Curriculum*
- *Initiates effective methodologies of teaching cross cutting issues in the Schools and early childhood development Education (ECDE)*

Job Title: Senior Inspector for TVET – G7

Academic qualification: At least a Diploma in TVET

Experience: At least five years in TVET

Roles and responsibilities:

- *Is answerable to deputy Secretary for post school programme*
- Under the guidance of deputy secretary for post school programme
- Ensures that TVET resources materials instruction are produced and distributed to all centres
- Designs methodologies and regulations that support TVET implementation in the training centres
- Collaborates with all TVET Institution centres in south Sudan for upgrading quality and labour market relevance of TVET provision and enhancing their training centres and Management capacities

- Coordinates and collaborates with all National TVETs Centres in the country for on-going TVET training
- Ensures that TVET training are given equal opportunities for all learners, including those with special needs
- Ensures that South Sudan TVET training Centres police and strategies approach are existing and up-to international level standard in the South Sudan national curriculum
- Ensures that TVET training is delivered across in all States of south Sudan Training Centres
- Collaborates with Ministry of Labour and Public Service and Human Resources Development, NGOs, partners and UN agencies and hires experts for short training, workshop or seminars
- Enhances awareness reputation of Vocational Education as means to improve employment and income perspective of trained youth Collaborate with existing TVET centres in the nation for on-going training follow up
- Ensures that the training centres are support TVET system to develop and implement innovation projects
- Ensures that TVET training Centres are collaborating with the Secretary for post school programme for range of competency based on TVET training
- Develops Training Manual to facilitate Capacity building of master trainee for TVET frame work in the competency-based approach for the best pedagogical practice and methodologies

Job Title: Senior Inspector for Teacher Education – G7

Academic qualification: At least a Diploma in Teacher Education

Experience: At least five years in Education Sector

Roles and responsibilities:

- Is answerable to Assistance Secretary for Post School Programme
- Plans and organises training for Teachers to implement the new curriculum
- Provides quality teaching in Teacher Education programme and Primary Schools
- Provides assessment tools for learner achievement through pre-test and post test
- Provides guides for Tutors
- Provides support through discussion and roll modelling
- Facilitates activities for assigned group (Tutors) of learner that focus on goal setting life skills, collages preparation and social skills
- Oversees daily duty of an Assistance classroom Teacher

Job Title: Senior Inspector for AES- G7

Academic qualification: At least a Diploma in Education

Experience: At least five years in Education Sector

Roles and responsibilities:

- Answerable to assistance secretary for post school programme
- Prepares for AES programme
- Develops Curricula within the AES
- Explores ways to improve the unit
- Ensures adequate regulation and co-ordination of the unit
- Develops and implement program relate to AES
- Works closely with staff to ensure quality management
- Oversees the implementation of AET by educational partners through distance learning system
- Coordinates and harmonises Educational Programme with partners
- Supervises, monitors and evaluates programmes for AES
- Supervises Curriculum Development for AES
- Provides equitable access for the targeted groups

Job Title: Inspector for Research, Monitoring & Evaluation – G7

Academic qualification: At least a Diploma in Education

Experience: At least five years in Education

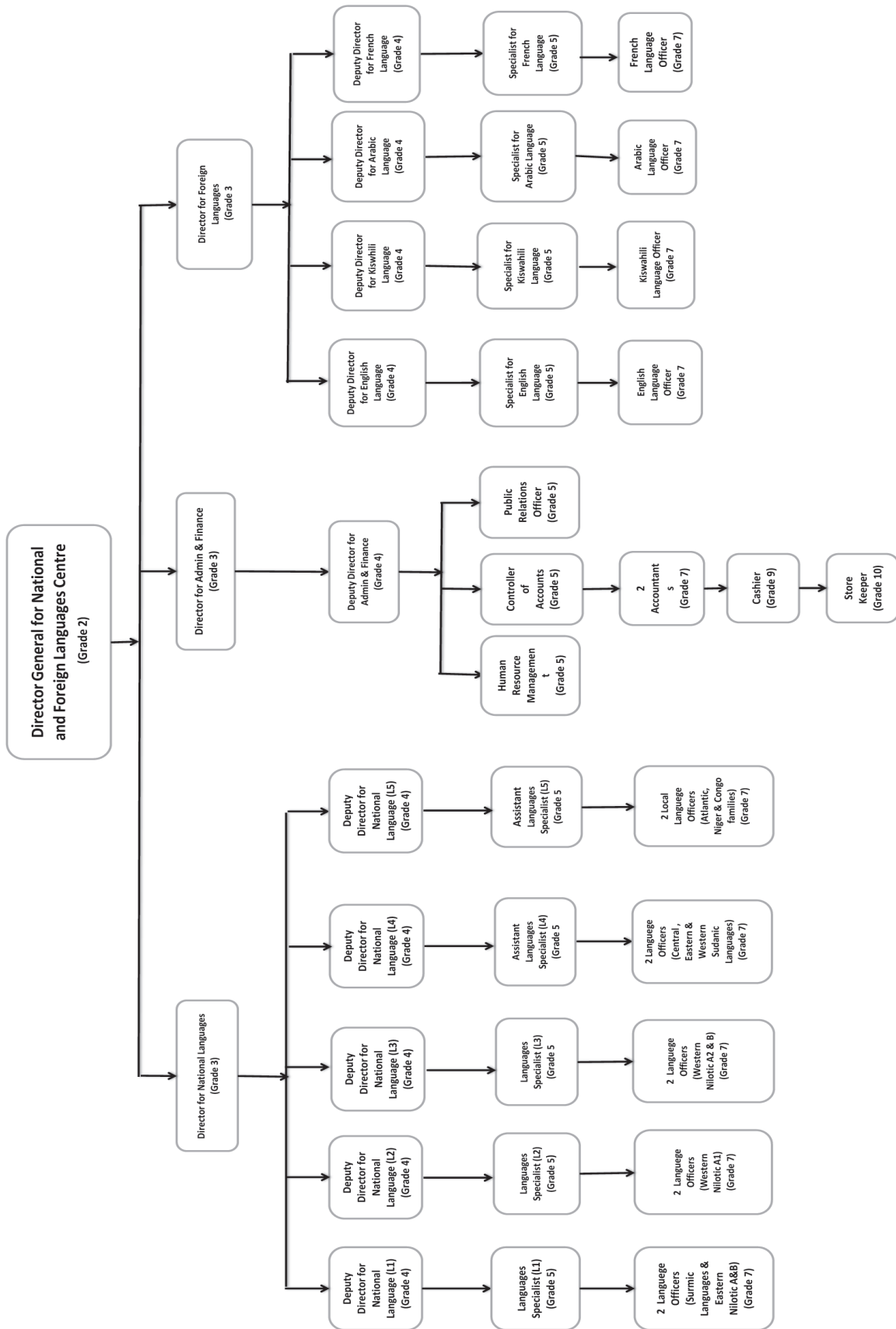
Roles and responsibilities:

- *Is answerable to Assistance Secretary for Research, Monitoring and Evaluation*
- Collects Educational information the States and Schools
- Pays visit to the State and Schools for data collection
- Finds out challenges accompany with the implementation of the curriculum and suggest solution
- Reviews and ensures conformity in States Examinations before printing
- Finds out challenges humbling the implementation of Curriculum and suggests solutions
- Motivates the Teachers for proper implementation the Curricula and syllabi
- Establishes short coming challenges regarding to the Curriculum and other Education activities ECDE, Primary and Secondary Education and suggests solutions

- Analyses results of Schools promotional Examinations in order to establish progress of education
- Pays visit to Secretariat of examining State department of Examination and the schools for joint solution to them
- Generates up-to-date information in Educational Technology system
- Ensures that relevant and alternative Training and Curriculum development Strategies cope up with the changes needed in Education Technology system

CHAPTER TWELVE

STRUCTURE FOR NATIONAL AND FOREIGN LANGUAGES CENTRE



National & Foreign Languages Centre

Develop policies and guidelines for national and foreign languages in the Ministry of Education, Science and Technology and to maintain quality promotion for Languages & Cultures.

b) Summary of Staffing

Secretary General - G2=1

Secretaries - G3=3

D/Secretaries - G4=10

Languages Specialists - G5=12

Languages Officers -G7=15

Assistant Inspectors - G9=1

Total: 42

Job Title: Secretary General for National & Foreign Languages (SGNF) – G2

Academic Qualification: Master Degree in Education.

Experience: At least seven years serving in education Sector.

General Job-Description:

- Oversees and accounts for the implementation of planned activities of the secretariat across South Sudan in cooperation with the States Ministries of Education, Science & Technology
- Develops long and short term sector strategies and other responsibilities as spelled out in the Roles and Responsibility Code Book of RSS-MoEST
- Accounts for implementation of planned activities, productivity & performance of the secretariat
- Manages and Carries out performance appraisal of staff under his/her supervision
- Ensures that all personnel within the secretariat have precise scopes of work and performance targets that are monitored and reported regularly to the Undersecretary.
- Reports directly to the Undersecretary

Specific roles & responsibilities:

- Coordinates between secretaries, Undersecretary and Partners
- Monitors produced materials for smooth running of teaching of languages
- Meets with his staff regularly, for smooth running of the programs
- Manages all budget and finances of all secretariats with secretary of administration and finance
- Plays major role in the development of national policies geared towards the subjects

Job Title: Secretary for National Languages (SNL) – G3

Academic Qualification: Master Degree in Education.

Experience: At least five years serving in education Sector

General Job-Description:

- Oversees the planned activities of the secretariat for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities of the secretariat, productivity and performance of secretariat.
- Ensures that all personnel within his/her secretariat have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Secretary General of the secretariat

Specific roles & responsibilities:

- Provides leadership and direction for all those languages through guidance of curriculum
- Ensures that every subject is organized to meet its aims and objectives
- Secures high standards of teaching and learning of languages, by ensuring that quality and standards are adhered to
- Supports, guides teaching and learning of the subject through material development in line with child centred approaches
- Evaluates effectiveness of teaching and learning of the languages
- Monitors and evaluates the subject content, delivery methods and assessment
- Harmonizes development of indigenous languages with partners

Job Title: Secretary for Administration & Finance (SAF) –G3

Academic Qualification: Master Degree in Education

Experience: At least five years serving in education Sector

General Job-descriptions:

- Oversees the planned activities of the secretariat for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities, productivity and performance of the secretariat
- Ensures that all personnel within his/her secretariat have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the secretary General of the secretariats

Specific roles & responsibilities:

- Check all the accounts with his accountants and bookkeepers in the secretariat

- Writes to the bank to draw money, after proper checking, of all the accounts on all the payments of all personnel in the secretariat, after their approval with secretary general
- Meets regularly with all his/her accountants for smooth running of secretariat
- Manages the personnel of the secretariat and accounts for implementation of planned activities, the productivity & performance of all secretariat personnel
- Ensures that all personnel within the secretariat have precise scopes of work and performance targets that are monitored and reported regularly
- Monitors payments of staff in the whole of secretariat of National and foreign languages

Job Title: Secretary for Foreign Languages (SFL) – G3

Academic Qualification: Master Degree in Education.

Experience: At least five years serving in education Sector

General Job-descriptions:

- Oversees the planned activities of the secretariat for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities, the productivity and performance of Secretariat
- Ensures that all personnel within his/her secretariat have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Secretary General of the Secretariat

Specific roles & responsibilities:

- Meets regularly with his/her deputies for smooth running of the program of teaching those languages
- Ensures implementation of foreign languages policy
- Selects material needed for the training and teaching of those languages
- Co-ordinates with partners, and curriculum secretariat in purchasing teaching learning materials
- Participates in Teacher training, for trainers, who can teach foreign languages
- Writes reports on workshop, or training and progress of programs

Job Title: Deputy Secretary for National Languages (DSNL) – G4

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General Job-Description:

- Assists the secretary for National Languages according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the secretary during her/his absence
- Reports directly to the secretary for National Languages

Specific roles & responsibilities:

- Writes activity plan, how the training should be done, in training trainers of the trainers
- Assists in teacher training and distributions of teaching materials to schools
- Selects text books of mother tongue languages that have been piloted, tested approved to be used in education, to be taken to CDC for final approval
- Meets with other Deputy Secretaries of National Languages
- Initiates and promote mother tongue languages development
- Liaise with states and counties education personnel to share information and coordinate training and other programs
- Gives report to secretary for National languages
- Answerable to secretary for National languages

Job Title: Deputy Secretary for Administration & Finance: (DSAF) – G4

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General Job-Description:

- Assists the secretary for Administration and Finance according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the secretary during her/his absence
- Reports directly to the secretary for Administration and finance

Specific roles & responsibilities:

- Ensures that all the pay sheets of all the staff are properly checked with all units
- Keeps records of the entire pay sheet monthly ready for auditing
- Meets with accountants for the smooth running of work
- Answerable to secretary for administration and finance
- Check all the books of accounts regularly

- Monitors and keeps all documents of personnel working in the secretariat
- Monitors payment of all the staff with accountant and cashiers

Job Title: Deputy Secretary for Foreign Language – G4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in education Sector

General Job-Description:

- Assists the secretary for foreign languages according to prescribed and approved scopes of work
- Carries out performance appraisal of staff under his/her supervision
- Stands in for the secretary during her/his absence
- Reports directly to the secretary for foreign languages

Specific roles & responsible:

- Monitors and evaluates the subject content, delivery methods and assessment
- Monitors and Evaluates the Implementation of policy and planning
- Regularly and systematically provides guidance to field Officers and Teacher
- Chairs meetings on subject discussion
- Organizes In –service training for Teachers
- Audits existing resources and advises on the acquisition of the new materials

Job Title: Language Specialist of National languages: (LSNL) – G5

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in education Sector

General job-descriptions:

- Coordinates and manages National Inspection programmes in his/her areas of responsibility programmes to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Works closely with the State-level language Inspectors to build systems of Inspection to be carried out

Specific roles & responsibilities:

- Teaches different modules relating to mother tongue and bilingual education to trainee teachers

- Develops appropriate materials in their mother tongue both individually and in partnership with others
- Conducts mother tongue Teacher training
- Report to Deputy Secretary of National Languages
- Submits reports on workshop, or training and progress of program to deputy secretary for National languages
- Conduct teacher training of trainers
- Liaise with States and Education personnel to share information and coordinate training and collection of materials of mother tongue through child centred approach theory
- Conducts workshops for writing of books

Job Title: Language Officer: (LONL0) – G7

Academic Qualification: At least a Diploma in Education

Experience: At least five years serving in education Sector

General Job descriptions:

- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates State-level Inspectors to build systems of Inspection to be carried out
- Reports to the Language specialist
- Performs all the duties as may be assigned to her / him

Specific roles & responsibilities:

- Selects text books of mother tongue that have been piloted, tested approved to be used in Primary Schools and taken to CDC for approval
- Teaches different modules relating to mother tongue and bilingual education to trainee teachers
- Develops appropriate materials in their mother tongue both individually and in partnership with others
- Teaches mother tongue and conducts training in the CECs
- Assists in translation of English text books of other subjects to mother tongue
- Joins in the mother tongue books production, with the rest of staff of secretariat of national languages

Job Title: Language Officer for Foreign Languages (LOFL) – G7

Academic Qualification: At least a Diploma in Education.

Experience: At least five years serving in education

General Job description:

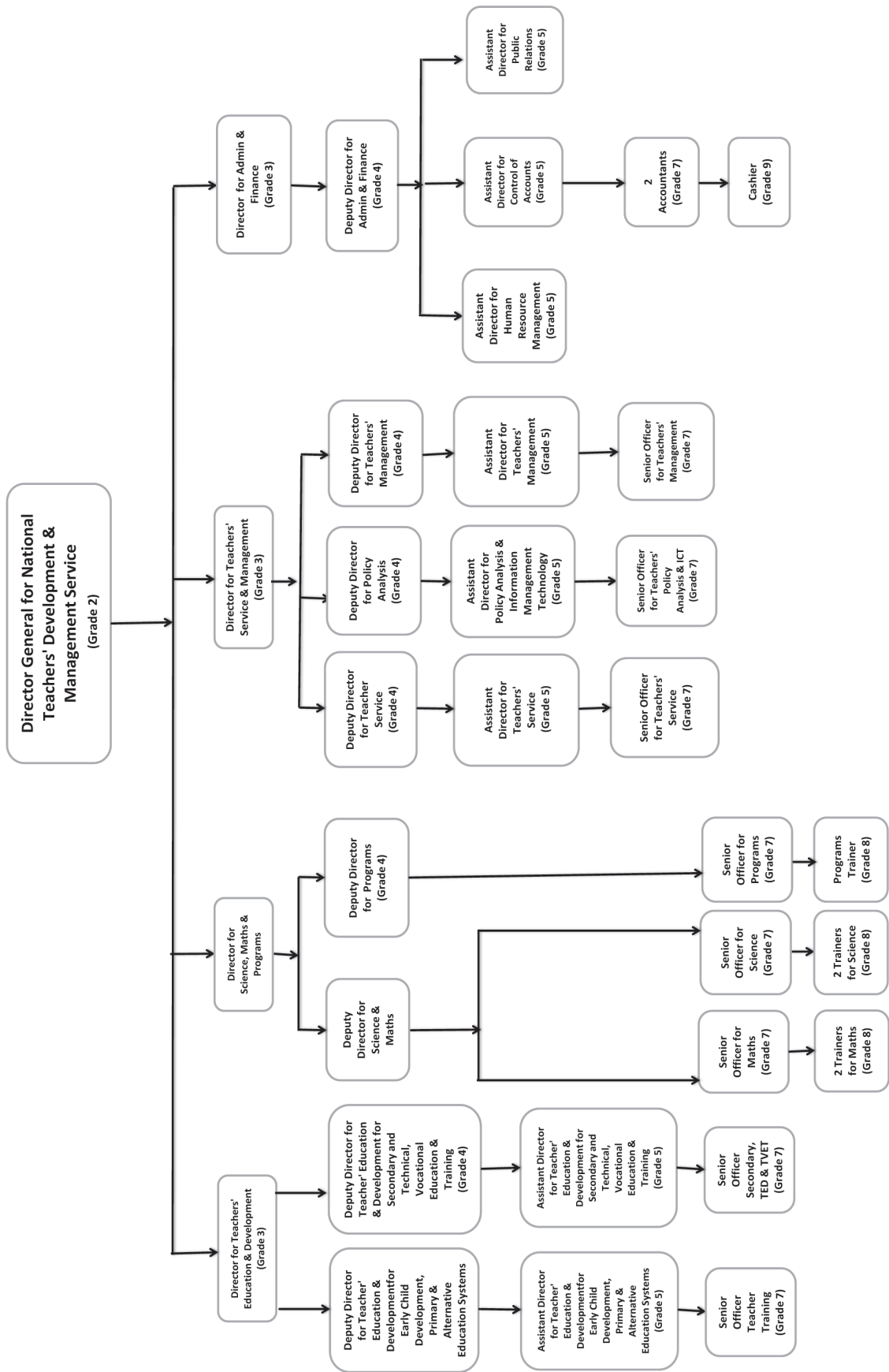
- Assists in National inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- Carries out performance appraisal of staff under his/her supervision
- Facilitates State-level Inspectors to build systems of inspection to be carried out
- Reports to the languages specialist of foreign languages
- Performs any duties as may be assigned to her / him

Specific roles & responsibilities:

- Provides leadership and direction for all those languages through guidance of curriculum
- Ensures that subjects are organized to meet their aims and objectives
- Secures high standards of teaching and learning Foreign Languages, by ensuring that quality and standards are adhered to
- Plays major role in the development of National policies geared towards the subjects
- Evaluates the effectiveness of teaching and learning of languages
- Monitors and evaluates the subject content, delivery methods and assessment
- Monitors and Evaluates the Implementation of policy and planning
- Regularly and systematically provides guidance to field officers and teacher
- Chairs meetings on subject discussions
- Organizes In –service training for Teachers
- Audits existing resources and advises on the acquisition of new materials

CHAPTER THIRTEEN

STRUCTURE FOR NATIONAL TEACHERS' DEVELOPMENT & MANAGEMENT SERVICE



Teacher Development & Management Services

The mandate of Teacher Development and Management Service is to develop, employ, manage and maintain professional standards and the conduct of teachers in South Sudan.

b) Summary

Secretary General – G2= 01

Secretaries - G3= 04

Deputy Secretaries -G4= 08

Assistant Secretaries -G5=08

Senior Inspector -G7= 10

Inspector -G8= 05

Assistant Inspector -G9 = 02

Total = 38.

Departments =04.

c) Job Description

Job Title: *Secretary General for Teacher Development and Management Service – G2*

Academic Qualification: Master Degree in Education

Experience: At least seven years serving in Education Sector

General Job description:

- *Oversees and be accountable for the implementation of planned activities of the Secretariat across South Sudan in cooperation with the State Ministries of Education, Science & Technology*
- *Develops long and medium term Sector Strategies and other responsibilities as spelled out in the Roles and Responsibility Code Book of RSS-MoEST*
- *Accounts for implementation of planned activities, the productivity & performance of all Secretariat.*
- *Manages and carries out performance appraisal of staff under his/ her supervision*
- *Ensures that all personnel within the Secretariat have precise scopes of work and performance targets that are monitored and reported to the Undersecretary*
- *Reports directly to the Undersecretary*

Specific roles & responsibilities:

- *In charge of policy development within STTM*
- *Coordinates all administrative roles in the Secretariat*
- *Guides the Minister on a regular basis on issues concerning STTM*
- *Keeps the Ministry informed on regulatory matters about STTM*

- *Keeps the Secretariat focused by guiding on management issues and trends*
- *Foresees and takes corrective measures before presenting to the Undersecretary*
- *Puts in checks and balances within the Secretariat*
- *Links STTM with other Secretariats within the Ministry*
- *In charge of Monitoring and Evaluation on policy matters for STTM*

Job Title: Secretary for Teachers Education and Development (TED) – G3

Academic Qualification: Master Degree in Education

Experience: At least five years serving in Education Sector

General Job description:

- *Oversees the planned activities of the Departments for which he/she is responsible*
- *Carries out performance appraisal of staff under his/her supervision*
- *Accounts for implementation of the planned activities and performance of Department*
- *Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly*
- *Reports directly to the Director General of the Directorate*

Specific roles & responsibilities:

- *Prepares plans and budgets for National Teacher training programs*
- *Oversees/supervises National Teacher Training Institutes (NTTIs) in the ten States*
- *Organizes regular coordination meetings with the Principals/Deputies of the NTTIs*
- *Coordinates with Development Partners supporting Teacher Education programs in the States and at National level*
- *Participates in development of strategic policies of Teacher Education and Training*
- *Coordinates with Deputy Directors for Teacher Education and Training in the ten (10) States for the purposes of Monitoring Teacher Training programs in the States*
- *Executes and implements external programs connected with Teacher Education and Training activities in collaboration with development Partners*
- *Monitors/Evaluates Teacher Training activities in the NTTIs*
- *Prepares reports and involves in compilation of Secretariat quarterly reports*
- *Chairs/Presides and attends Departmental meetings on weekly basis*
- *Does any other assignment as directed*

Job Title: Secretary for Science, Mathematics and Programs – G3

Academic Qualification: Master Degree in Education

Experience: At least seven years serving in education Sector

General Job Description:

- Oversees the planned activities of the Departments for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities of the Department, the productivity and performance of Department
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General of the Directorate

Specific roles & responsibilities:

- Carries out research on contemporary issues related to Teacher Training
- In charge of development and distribution of materials to institutions of learning
- Co-ordinates with Training Department on special programs implementation like SMASESS
- Endeavour to ensure the relevancy of Teacher Training Programs of south Sudan with global trends.
- Links up with Directorate of Curriculum on material development for teacher training
- Provides technical input on Policy Development, Management and Curriculum Implementation Strategies of Teacher Training activities on Science and Maths Education

Job Title: Secretary of Teachers Service and Management – G3

Academic Qualification: Master Degree in Education.

Experience: At least five years serving in education Sector

General Job Description:

- Oversees the planned activities of the Departments for which he/she is responsible
- Carries out performance appraisal of staff under his/her supervision
- Accounts for implementation of the planned activities and performance of Department
- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly
- Reports directly to the Director General of the Directorate within which the Department resides.

Specific roles & responsibilities:

- *In charge of day to day running of the department*
- *Reviews all Teacher Management Policies and programs*
- *Registers and licenses teachers*
- *Co-ordinates with state ministries of Education in the country*
- *Prepares Budgets for the Department*
- *Establishes and maintains records of all teachers in the public sector of education*
- *Develops policies on Terms and Conditions of Service for teachers*
- *Takes any other role delegated*

Job Title: Secretary for Administration and Finance – G3

Academic Qualification: Master Degree in Education.

Experience: At least five years serving in education Sector

General Job Description:

- *Oversees the planned activities of the Departments for which he/she is responsible*
- *Carries out performance appraisal of staff under his/her supervision*
- *Accounts for implementation of the planned activities, productivity and performance of the Department*
- *Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly*
- *Reports directly to the Director General of the Directorate*

Specific roles & responsibilities:

- *Ensures that all expenses are within assigned project budget*
- *Oversees the preparation of all financial statements such as invoices, proposals, etc as required*
- *Ensures that accounts receivables and payables activities are performed accurately and timely*
- *Ensures that financial transactions are properly updated and recorded*
- *Manages preparation of balance sheets, income statements, expense reports, etc*
- *Ensures data integrity in all financial reporting*
- *Updates financial records with recent transactions and changes*
- *Performs finance analysis, reporting and management tasks*

- *Identifies and resolves invoicing issues, accounting discrepancies and other financial related issues*
- *Reviews financial paperwork and procedures and makes appropriate changes*
- *Assists in budget preparation and management activities*
- *Develops financial policies to ensure operational efficiency*
- *Conducts periodic financial analysis to identify and resolve issues, gaps or variances*
- *Manages cash controls as well as maintain book keeping up-to-date*
- *Ensures maintenance of the general and subsidiary ledgers*
- *Tracks investments and maintains relevant cash reserves*

Job Title: Deputy Secretary (DS) of Teacher Education and Development (TED) for ECD, Primary and AES – G4

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General Job description:

- *Assists the Department Director according to prescribed and approved scopes of work*
- *Carries out performance appraisal of staff under his/her supervision*
- *Stands in for the Director during her/his absence*
- *Reports directly to the Department Director*

Specific roles & responsibilities:

- *Coordinates, manages, Departmental annual budget and strategic planning for the Secretariat*
- *Supervises progress of the National Teacher Training Institutes (NTTIs) in term of training and prepares a report for the Department*
- *Prepares annual, quarterly report and action plans for the department*
- *Executes and implements external programs connected with Teacher Education Training Activities in collaboration with Development Partners*
- *Participates in the development of Strategic Policies of Teacher Education and Training*
- *Prepare workshop for capacity building of the Managers at the National Teachers Training Institutes and county Education centres level in consultation with the Director*
- *Participates in weekly Departmental meetings*
- *Does any other assignment as directed*

Job Title: Deputy Secretary for Secondary and TVET – G4

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General Job Description:

- *Assists the Department Director according to prescribed and approved scopes of work*
- *Carries out performance appraisal of staff under his/her supervision*
- *Stands in for the Director during her/his absence*
- *Reports directly to the Department Director*

Specific roles & responsibilities:

- *In charge of training teachers of Secondary and TVET*
- *Develops policies for training of secondary and TVET teachers*
- *Co-ordinates both in-service and pre-service training for teachers in secondary and TVET*
- *Organizes workshops, seminars and refresher courses for teachers in secondary and TVET*
- *Gives technical advice on issues concerning Teacher Training in secondary and TVET*
- *Develops or approves training material for in-service training in secondary and TVET*
- *Implements strategic reforms geared towards teacher training*
- *Takes any other assignment delegated*

Job Title: Deputy Secretary for Science and Mathematics

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in education sector

General Job Description:

- *Assists the Department Director according to prescribed and approved scopes of work*
- *Carries out performance appraisal of staff under his/her supervision*
- *Stands in for the Director during her/his absence*
- *Reports directly to the Department Director*

Specific roles & responsibilities:

- *Supervises monitors and evaluates implementation of SMASESS activities at state levels*
- *Provides technical input in the development of SMASESS training curriculum and modules*

- *Takes leadership role in the SMASESS training of State Trainers and TTI Tutors at the National level*
- *Collaborates with JICA and other stakeholders*
- *Collects, compiles and analysis data on SMASESS activities in the Nation*
- *Administers records of activities and facilities/equipment and materials provided to the states and projects*
- *Provides consultative and guidance to SMASESS National and State Trainers*

Job Title: Deputy Secretary for Programmes – G4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in education Sector

General Job Description:

- *Assists the Department Director according to prescribed and approved scopes of work*
- *Carries out performance appraisal of staff under his/her supervision*
- *Stands in for the Director during her/his absence*
- *Reports directly to the Department Director*

Specific roles & responsibilities:

- *To establish and maintain a cyber-safe working environment.*
- *Oversees the electronic security system*
- *Graphically documenting the location of all Internet-accessible computers in the school, as recommended by forensic experts*
- *Regularly conducts checks on the cyber safety of the school environment. (The Ministry of Education's ICT Help Desk is available to advice about setting up a comprehensive monitoring system)*

Job Title: Deputy Secretary for Teachers Service – G4

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General Job Description:

- *Assists the Department Director according to prescribed and approved scopes of work*
- *Carries out performance appraisal of staff under his/her supervision*
- *Stands in for the Director during her/his absence*
- *Reports directly to the Department Director*

Specific Roles & Responsibilities:

- *In charge salaries*
- *In charge of leaves such as study, sick, maternity etc.*
- *In charge of medical claims*
- *In charge of Promotions*
- *Advertises posts*
- *In charge of recruitment, appointment and posting of teachers*
- *Establishes and maintains records of all teachers in the public sector of education*

Job Title: Deputy Secretary for Policy Analysis – G4

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General Job Description:

- *Assists the Department Director according to prescribed and approved scopes of work*
- *Carries out performance appraisal of staff under his/her supervision*
- *Stands in for the Director during her/his absence*
- *Reports directly to the Department Director*

Specific Roles & Responsibilities:

- *Develops and implements a code of conduct for teachers*
- *Initiates Teacher Proficiency Courses*
- *Analyses documents and Policies on education and makes recommendations*
- *Develops policies on Terms and Conditions of Service for teachers*
- *Research, analyses and develops National Standards for Education*

Job Title: Deputy Secretary for Teacher Management – G4

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General Job Description:

- *Assists the Department Director according to prescribed and approved scopes of work*
- *Carries out performance appraisal of staff under his/her supervision*
- *Stands in for the Director during her/his absence*
- *Reports directly to the Department Director*

Specific roles & responsibilities:

- *Recruits student teacher*
- *Transfers of teachers*
- *Registers and licenses teachers*
- *Ensures payment Pensions and death gratuity*
- *Releases teachers to other departments/ organizations*
- *Responsible for Teachers' welfare*
- *Manages and controls discipline*

Job Title: Deputy Secretary for Administration and Finance – G4

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General Job Description:

- *Assists the Department Director according to prescribed and approved scopes of work*
- *Carries out performance appraisal of staff under his/her supervision*
- *Stands in for the Director during her/his absence*
- *Reports directly to the Department Director*

Specific roles & responsibilities

- *Ensures that all expenses are within assigned project budget*
- *Oversees the preparation of all financial statements, invoices, proposals, etc as required*
- *Ensures that accounts receivables and payables activities are performed accurately and timely*
- *Ensures that financial transactions are properly updated and recorded*
- *Manages the preparation of balance sheets, income statements, expense reports, etc.*
- *Ensures data integrity in all financial reporting*
- *Updates financial records with recent transactions and changes*
- *Performs finance analyses, report and manages tasks*

Job Title: Assistant Secretaries – G5

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sectors

General Job description:

- *In charge of sub- Unit within the secretariat.*
- *Carries out performance appraisal of staff under his/her supervision*
- *Reports to Deputy Secretary on administrative issues concerning their sub- Unit*
- *Assists the Deputy Secretary on day to day functions*

Specific roles & responsibilities:

- *Informs the Deputy Secretary on Teacher Education trends within their section*
- *Implements Departmental plans, policies and activities*
- *Prepares reports on implemented activities*
- *Accounts for departmental assets and activities*
- *Executes and implements external programs connected with Teacher Education Training activities in collaboration with Development Partners*
- *Participates in the development of Strategic Policies of Teacher Education and Training*
- *Prepares workshops for capacity building of the Managers at the National Teachers Training Institutes and County Education Centres level in consultation with the Director*

Job Title: Assistant Secretary for Secondary and TVET – G5

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General Job Description:

- *In charge of sub- Unit within the secretariat*
- *Carries out performance appraisal of staff under his/her supervision*
- *Reports to Deputy Secretary on administrative issues concerning their sub- Unit*
- *Assists the Deputy Secretary on day to day functions*

Specific Roles & Responsibilities:

- *Assists the DS for training of Secondary and TVET teachers*
Develops policies for training of secondary and TVET teachers
- *Assists in coordinating the in-service and pre-service training of Teachers in Secondary and TVET*
- *Organizes workshops, seminars and refresher courses for Teachers In secondary and TVET*
- *Helps in the Development of training material for in-service training in Secondary and TVET*
- *Performs any other assignment delegated*

Job Title: Assistant Secretary for Teachers Service

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in education Sector

General Job Description:

- *In charge of sub- Unit within the secretariat*
- *Carries out performance appraisal of staff under his/her supervision*
- *Reports to Deputy Secretary on administrative issues concerning their sub- Unit Science*
- *Assists the Deputy Secretary on day to day functions*

Specific Roles & Responsibilities:

- *Assists in processing teachers' salaries and promotions,*
- *In charge of leaves such as study, sick, maternity etc.*
- *Assists in recruitment, appointment and posting of teachers*
- *Establishes and maintains records of all teachers in the public sector of education*

Job Title: Assistant Secretary for Policy Analysis and ICT – G5

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in education Sector

General Job Description

- *In charge of sub- Unit within the secretariat.*
- *Carries out performance appraisal of staff under his/her supervision*
- *Report to Deputy Secretary on administrative issues concerning their sub- Unit Science.*
- *Assist the Deputy Secretary on day to day functions.*

Specific Roles & Responsibilities:

- *Develops and implements code of conduct for teachers*
- *Initiates Teacher Proficiency Courses*
- *Analyses documents and Policies on education and makes recommendations*
- *Develops policies on Terms and Conditions of Service for teachers*
- *Researches, analyses and develops National Standards for Education*

Job Title: Assistant Secretary for Teacher Management – G5

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in education Sector

General Job Description:

- *In charge of sub- Unit within the secretariat.*
- *Carries out performance appraisal of staff under his/her supervision*
- *Reports to Deputy Secretary on Administrative issues concerning their sub- Unit*
- *Assists the Deputy Secretary on day to day functions*

Specific Roles & Responsibilities:

- *Recruits Student Teachers*
- *Transfers Tutors/ Teachers*
- *Registers and licenses of teachers*
- *In charge of pensions, death gratuity*
- *Releases Teachers to other Departments/ Organizations*
- *In charge of Teachers' welfare*
- *In charge of discipline control*

Job Title: *Assistant Secretary for Human Resource Management – G5*

Academic Qualification: At least a Bachelor Degree in Education.

Experience: At least three years serving in Education Sector

General Job Description:

- *In charge of sub- Unit within the secretariat*
- *Carries out performance appraisal of staff under his/her supervision*
- *Reports to Deputy Secretary on Administrative issues concerning their sub- Unit Science.*
- *Assists the Deputy Secretary on day to day functions*

Specific roles & responsibilities:

- *Implements Plans and Policies related to the welfare and development of the Secretariat*
- *Manages the employment unit of the Secretariat*
- *Provides facilities and opportunities to the employees of the Secretariat to enhance their performance*
- *Manages meetings and presents future projects and development of the Secretariat*
- *Maintains and manages policies regarding performance, new chance to employees and disciplinary procedures*

- *Negotiates projects budget and expenses of the Secretariat*
- *Monitors and directs staff members in Secretariat activities*
- *Reviews staff salary*

Job Title: Assistant Secretary for Control of Account (CA)

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in education Sector

General Job Description:

- *In charge of sub- Unit within the secretariat*
- *Carries out performance appraisal of staff under his/her supervision*
- *Reports to Deputy Secretary on administrative issues concerning their sub- Unit*
- *Assists the Deputy Secretary on day to day functions*

.Specific Roles & Responsibilities:

- *Keeps the official financial records of the chapter*
- *Makes disbursements on written authorization*
- *Deposits income received from the Financial Secretary promptly*
- *Reports the chapter income and disbursement monthly*
- *Prepares annual fiscal reports*
- *Ensures that books are audited by external auditor if receipts are over \$50,000*
- *Mails Grand Chapter funds within 30 days of receipts*
- *Serves as Chair of the Budget (Finance) Committee*
- *Keeps simplified accounting system up-to-date*

Job Title: Assistant Secretary for Public Relation Officer (PRO) – G5

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in education

General Job Description:

- *In charge of sub- Unit within the secretariat*
- *Carries out performance appraisal of staff under his/her supervision*
- *Reports to Deputy Secretary on Administrative issues concerning their sub- Unit*
- *Assists the Deputy Secretary on day to day functions*

Job Title: Senior Officer for Teacher Education and Development – G7

Academic Qualification: At least a Diploma in Education

Experience: At least five years serving in education Sector

General Job Descriptions:

- *Monitors and guides implementation of the curricula*
- *Ensures Quality Assurance and Standards*
- *Ensures policy implementation*

Specific Roles & Responsibilities:

- *Reports on Education trends at his/her levels*
- *Serves as link between curriculum and teacher education, community and policy makers in the Secretariat of Teacher Education and Training*
- *Advises School Management bodies on their roles and responsibilities*
- *Monitors and moderates works of Inspection*

Job Title: Senior Officer for TED secondary and TVET – G7

Academic Qualification: At least a Diploma in Education

Experience: At least five years serving in education Sector

General Job Description:

- *Monitors and guides implementation of the curricula*
- *Ensures Quality Assurance and Standards*
- *Ensures policy implementation*

Specific Roles & Responsibilities:

- *Reports on Education trends at his/her level*
- *Serves as link between curriculum and teacher education, community and policy makers in the Secretariat of Teacher Education and Training*
- *Advises School Management bodies on their roles and responsibilities*
- *Monitors and moderates the work of Inspection*

Job Title: Senior Officer for Mathematics – G7

Academic Qualification: At least a Diploma in Education

Experience: At least five years serving in education Sector

General Job Description:

- *Monitors and guides implementation of curricula*

- *Ensures Quality Assurance and Standards*
- *Ensures policy implementation*

Specific Job Description:

- *Reports on Education trends at his/her level*
- *Serves as a link between curriculum and teacher education, community and policy makers in the Secretariat of Teacher Education and Training*
- *Advises School Management bodies on their roles and responsibilities.*
- *Monitor and moderate the work of Inspection*

Job Title: Senior Officer for Science – G7

Academic Qualification: At least a Diploma in Education

Experience: At least five years serving in education Sector

General Job Description:

- *Monitors and guides implementation of curricula*
- *Ensure Quality Assurance and Standards in Science*
- *Ensures policy implementation*

Specific Roles & Responsibilities:

- *Reports on Education trends at his/her level*
- *Serves as a link between curriculum and teacher education, community and policy makers in the Secretariat of Teacher Education and Training*
- *Advises School Management bodies on their roles and responsibilities*
- *Monitor and moderate the work of Inspection*

Job Title: Senior Officer for Programs and ICT – G7

Academic Qualification: At least a Diploma in Education

Experience: At least five years serving in education Sectors

▪ ***General Job Description:***

- *Monitors and guides implementation of the curricula.*
- *Ensure Quality Assurance and Standards*
- *Ensures policy implementation*

Specific Roles & Responsibilities:

- *Report on Education trends at his/her level*

- *Serves as link between curriculum and teacher education, community and policy makers in the Secretariat of Teacher Education and Training.*
- *Advises School Management bodies on their roles and responsibilities.*
- *Monitors and moderates the work of Inspection*

Job Title: Senior Officer for Teachers Service – G7

Academic Qualification: At least a Diploma in Education.

Experience: At least five years serving in education Sector

General Job Description:

- *Monitors and guides implementation of the curricula.*
- *Ensures Quality Assurance and Standards*
- *Ensures policy implementation.*

Specific Roles & Responsibilities:

- *Reports on Education trends at his/hers level*
- *Serves as link between curriculum and teacher education, community and policy makers in the Secretariat of Teacher Education and Training*
- *Advises School Management bodies on their roles and responsibilities*
- *Monitors and moderates the work of Inspection*

Job Title: Senior Officer for Policy Analysis and ICT – G7

Academic Qualification: At least a Diploma in Education

Experience: At least five years serving in education Sector

General Job Description:

- *Monitors and guides implementation of curricula*
- *Ensures Quality Assurance and Standards*
- *Ensures policy implementation*

Specific Roles & Responsibilities:

- *Reports on Education trends at his/her level*
- *Serves as link between curriculum and teacher education, community and policy makers in the Secretariat of Teacher Education and Training*
- *Advises School Management bodies on their roles and responsibilities*
- *Monitors and moderates the work of Inspection*

Job Title: Senior Officer for Teacher Management – G7

Academic Qualification: At least a Diploma in Education.

Experience: At least five years serving in education Sector

General Job Description:

- *Monitors and guide implementation of curricula*
- *Ensures Quality Assurance and Standards*
- *Ensures policy implementation*

Specific Roles & Responsibilities:

- *Reports on Education trends at his/her level*
- *Serves as a link between curriculum and teacher education, community and policy makers in the Secretariat of Teacher Education and Training.*
- *Advises School Management bodies on their roles and responsibilities*
- *Monitor and moderates the work of Inspection*

Job Title: Accountants Grade 7 (2 positions)

Academic Qualification: At least a Diploma in Education.

Experience: At least five years serving in education Sector

Specific Roles & Responsibilities:

- Answerable to Controller of Accounts
- Process payroll in a timely manner
- Pays the secretariat staff
- Maintains daily accounting reports
- Maintains an orderly accounting filing system
- Generates invoices for client and checks for vendors as well as handling payroll
- Prepares cash flow statement
- Deals with financial paper working and finding

Job Title: Trainers for Mathematics Grade 8 (2 positions)

Academic Qualification: At least a Diploma in Education

Experience: At least three years serving in education.

Specific Roles & Responsibilities:

- *Conducts workshop/seminars on Mathematics*

- *Monitors performance in Mathematics*
- *Organises Mathematics Training*
- *Trains Teachers of Mathematics*

Job Title: Trainers for Science Grade 8 (2 Positions)

Academic Qualification: At least a Diploma in Education

Experience: At least three years serving in education Sector

Specific Roles & Responsibilities:

- *Conducts workshop/seminars on science subjects*
- *Monitors performance of each science subject*
- *Trains Teachers of Mathematics*

Job Title: Program Trainer Grade 8 (1 position)

Academic Qualification: At least a Diploma in Education

Specific Roles & Responsibilities:

- *Conducts workshop/seminars on s subjects*
- *Monitors performance of all subjects trainings*
- *Organises training of Teachers*
- *Trains Teachers*

Job Title: Cashier Grade 9 (1 Position)

Academic Qualification: At least a Diploma in Education.

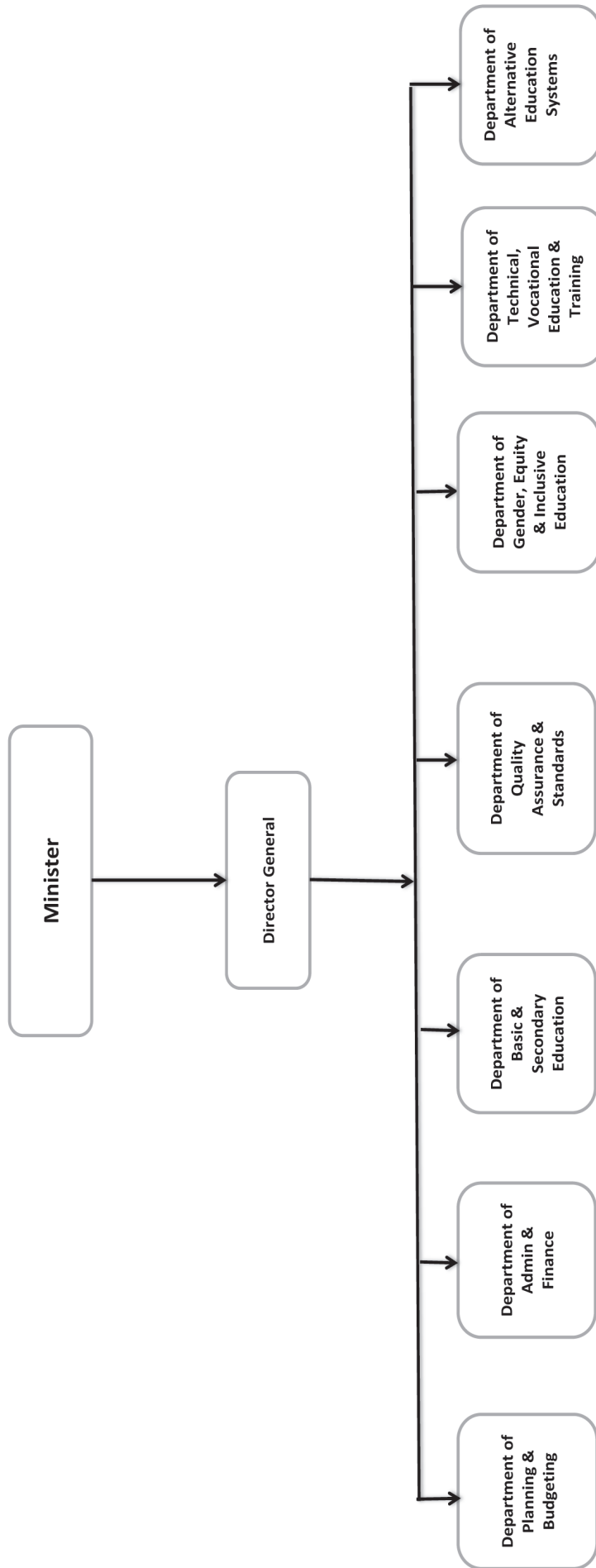
Experience: At least three years serving in education.

Specific Roles & Responsibilities:

- *Response to Inspector/Controller of Accounts*
- *Recording all daily financial transactions in the cashbook*
- *Balancing day to day cash at hand and paid out to entail daily expenditure*
- *Prepare receivable payment orders (FF. 39and 40)*

CHAPTER FOURTEEN

STRUCTURE FOR STATE MINISTRY OF EDUCATION



\Job Title: Director General G 2

Academic Qualification: Master Degree in Education.

Experience: At least seven years serving in education.

Overall job description:

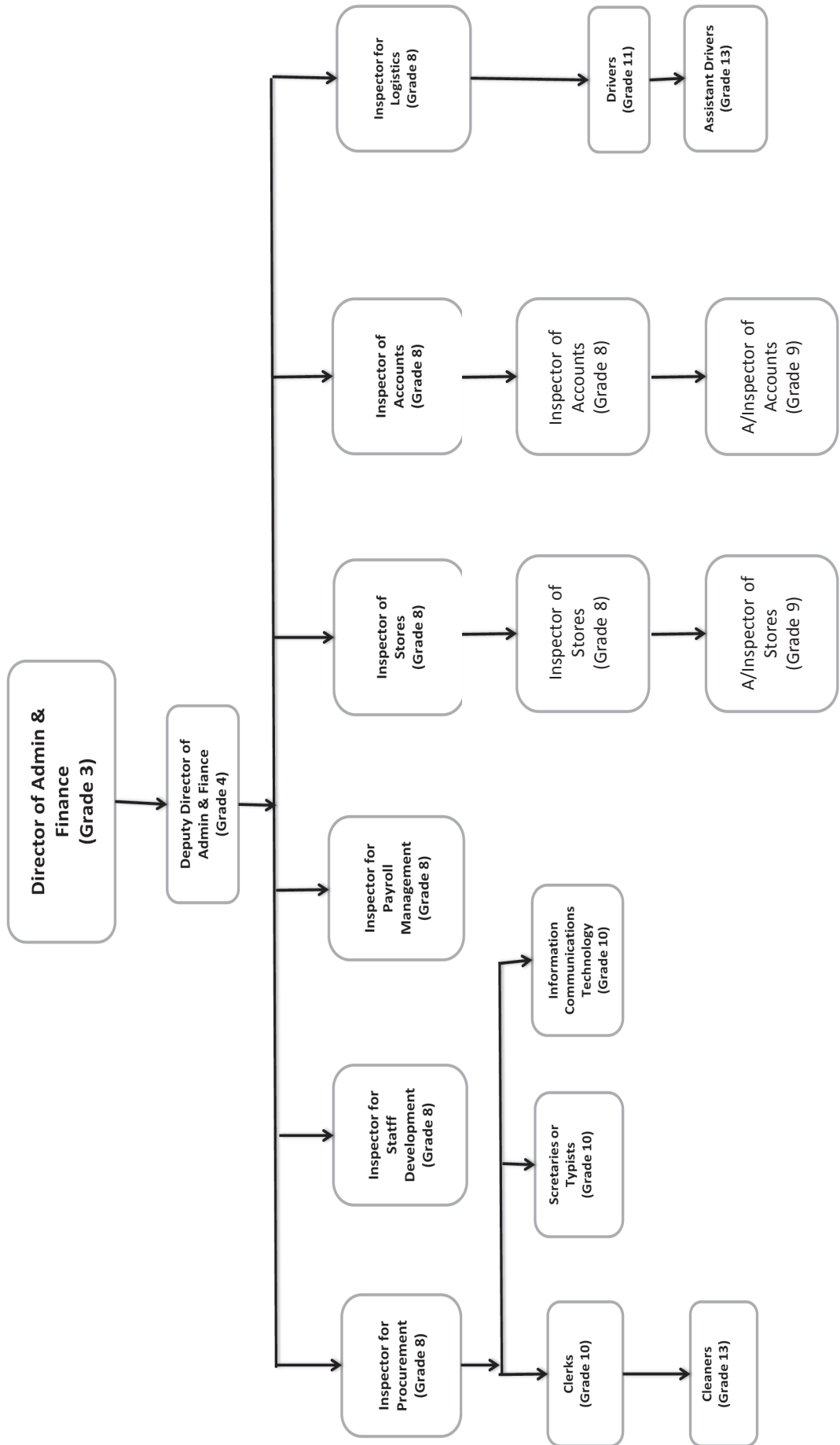
- The most senior and Technical Officer in the State Ministry of Education who directs and oversees the implementation of Education policies and programs in the State
- Provides leadership in the efficient and effective running of SMO
- Ensures effective implementation of education policies in the State
- Ensures that education Institutions and resources are effectively used and managed for delivery of quality educational services in the State

Specific roles & responsibilities:

- She/he is subject to the directives of the Minister
- Responsible for the general administration of education within the state
- Ensures planning implementation and management of the South Sudan Educational policies and programs, and supervision the SMoE Management Team and personnel
- Develops and oversees performance monitoring and evaluation system of all SMoE planned activities and personnel
- Ensures that Schools and other Educational Institutions are administered in a proper and efficient manner
- Develops administrative principles and procedures for implementation of general policies and administration Schools
- She/he is the chief accounting officer for the SMoE and has financial responsibility for Education within the State
- Provides Technical advice to the Minister on Education matters
- She/he is signatory to Memoranda of Understanding (MoU) with Education Development Partners
- Lobbies and advocates for funding and others resources for the implementation of Education programs in the State
- Employs staff in liaison with the Ministry of Labour, Public Service and Human Resource Development
- Responsible for the appraisal of all Directors within the Ministry
- Represents the State Ministry of Education in internal and external Educational forums
- Undertakes any other duty assigned

Department of Administration & Finance

STRUCTURE FOR STATE DEPARTMENT OF ADMINISTRATION & FINANCE



Job Title: Director for Administration and Finance – G3

Academic Qualification: Master Degree in Education Administration

Experience: At least Five years serving in education.

Overall job description:

- The chief financial, human and material resources manager of the Ministry
- Provides leadership in the effective running of the Finance, Human resources and asset Management functions of SMOE to ensure adherence to RSS, Donors and Partners' policies and regulations

Specific Roles & Responsibilities:

- Oversees and ensures production of monthly statements of Accounts using State Ministry of Education/Ministry of Finance financial forms and procedures
- Provides support and guidance to the Accounts Technical Staff in the preparation of annual budgets and maintenance of excellent budget Monitoring system
- Responsible for the day-to-day administration of Finances, Human resources and asset Management functions including the oversight of the supervision of other staff in the Ministry
- Responsible for appraisal of the Deputy and other senior staff
- Oversees preparation of monthly payroll, payment salaries and benefits to Staff and ensures timely observance of all Statutory requirements
- Ensures all books of accounts, creditors' statements, payroll, statements of expenditure received from Ministry bank accounts are reconciled.
- Provides technical support and guidance to other State Ministry accounting officers to ensure that accounts are kept as per State Ministry Accounting regulations, policies and procedures.
- Oversees the preparation of all the necessary end of year financial reports, statements and books of accounts for the State Ministry of Education.
- Oversees and supervises the preparation of financial records/statements for internal and external audit.
- Monitors other Directorates on the amount spent and the balance of any unspent amount of their respective approved Annual Budget on a monthly basis.
- Ensures that all contractual financial obligations and payments for SMOE are agreed and settled promptly Ensures the State Ministry of Education's inventory is accurate and up to date.
- Reviews and updates the financial policies and procedures in line with RSS policies and regulations.

- Ensures that personnel records for all Ministry staff are accurately maintained.
- Prepares monthly narrative reports for the State Ministry of Education in the State and submit them to the Director General.
- Undertakes any other duties assigned by the Director General.
- Reports to the Director General.

Job Title: Deputy Director for Administration and Finance – G4

Academic Qualification: At least Bachelor Degree in Education

Experience: At least three years serving in education. Sector

Overall Job Description:

- Assists the Director of Administration and Finance in execution of Financial, Human and Materials resources management
- Deputizes the Director for Administration and Finance in his / her absence
- Assists and supports the Director in effectively and efficiently managing the Ministry's Finances, assets and Human resources
- Assists and supports the Director in supervision of staff

Specific Roles & Responsibilities:

- To assist and support the Director in any of the following agreed tasks
- Prepares financial plans, policies and procedures
- Monitors and evaluates annual budgets
- Checks and verifies monthly payroll, monitor the payment of salaries and benefits to staff and ensuring timely observance of all statutory requirements
- Assists and supports other state ministry accounting officers to ensure that accounts are kept as per state ministry accounting policies and guideline
- Minute secretary for the Department meetings
- Writes reports of the Department
- Keeps asset Management records and inventories
- Human resources functions and records.
- Manages logistics of the Department
- Responsible for appraisal of other Directorate staff
- Answerable to the Director for Administration & Finance
- Undertakes any other duties assigned

Job Title: Inspector Accounts – G8

Academic Qualification: At least a Diploma in accounting packages

Experience: At least three years serving in education Sector

Overall job description:

- Ensures following of accounting principles and procedures and analyses of Financial information, prepares accurate and timely financial reports and statements and ensures appropriate accounting control procedures
- Ensures appropriate utilization of funds
- Ensures that Financial records are maintained in compliance with accepted policies and procedures of SMOE

Specific Roles & Responsibilities:

- Compiles and analyses financial information and prepares financial statements
- Ensures that all financial reporting deadlines are met
- Prepares payment orders/vouchers and makes payments
- Ensures accurate and timely monthly, quarterly and end of year reports
- Establishes and monitors the implementation and maintenance of accounting control procedures
- Resolves accounting discrepancies and irregularities
- Participates in continuous Management and support of budget and forecast activities
- Monitors practices and application of payment procedures in schools
- Develops and maintains financial data base
- Ensures accurate and appropriate recording and analysis of revenues and expenses
- Analyses and advises on business operations including revenue and expenditure trends, financial commitments and future revenues
- Analyses Financial information, recommends or develops efficient use of resources and procedures and provides strategic recommendations on financial problems
- Ensures that the accounting systems are maintained in accordance with the RSS-Ministry of Education's finance procedures and policies
- Monitors and tracks actual expenditure in relation to project budget
- Manages and administers FMIS and ensures all necessary documents are stored appropriately in both hard and soft copies for system audit

Job Title: Inspector of Procurement – G8

Academic Qualification: At least a Diploma in Procurement

Experience: At least three years serving in education

Overall job description:

- Contributes towards managing appropriate procurement strategies to provide value for money on needs identified by SMOE, services and supplies to support the Directorate objectives and preparation of contract specifications
- Contributes towards the provision of SMOE procurement service providing advice, management and coordination of procurement related activities including the value of contracts, construction and non-construction contracts

Specific Roles & Responsibilities:

- Delivers specific procurement processes for services, supplies and facilities for management of contracts
- Ensures that contracts are procured and awarded in accordance with the RSS-MoE Procurement Manual in relation to procurement management, reporting and record keeping
- Ensures that value for money is demonstrated on and the most effective solution
- Collects and analyses quotations for procurement purposes
- Advertises bids to supply various requirements for the Ministry
- Undertakes Annual Stock taking, repairs and provision of facilities and assets
- Ensures competent quality execution of all regular purchasing duties and administrative works
- Maintains purchasing records/data and pricing in the system
- Prepares reports and summarizes data including sales reports and book value
- Schedules store visits and conducts competitor survey
- Coordinates with user Departments and suppliers in the purchasing scope of work for Government projects assigned
- Assists in managing and following up orders within the state
- Supports relevant Departments with quotations for the purpose of tenders
- Coordinates with suppliers to ensure on-time delivery
- Responsible for the preparation and process purchase orders and documents in accordance with SMOE policies and procedures
- Monitors and co-ordinates deliveries of items between suppliers to ensure that all items are delivered to site/store on time

- Sorts, selects and negotiates for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers
- Purchases and issues orders in accordance with specification
- Plans and manages inventory levels of materials or products
- Monitors and co-ordinates delivery of items between suppliers and the Ministry

Job Title: Inspector of Payroll – G8

Academic Qualification: At least a Diploma in accounting

Experience: At least three years serving in education Sector

Overall job description:

- Responsible for State Ministry of Education payroll management, preparation and processing.
- Provides timely and accurate payroll production for SMoE employees.
- Manages the State Ministry of Education payroll preparation and processing for the purpose of delivering services according to the established guidelines.

Specific Roles & Responsibilities:

- Coordinates the payroll process with other Departments, County Education offices and schools for the purpose of delivering services in conformance with established guidelines
- Monitors assigned payroll activities and/or program components for the purpose of ensuring effective functioning of SMoE, coordinates activities and ensures compliance with established financial, legal and/or Administrative requirements
- Assists in developing and monitoring automated fiscal systems for the purpose of analysing, maintaining and providing information regarding assigned funds
- Prepares and oversees the preparation of a variety of payroll related documents (e.g. invoices for overpayments, retirement plan transfers, payroll register, stop payments, worker's compensation checks, etc.) for the purpose of documentation of activities and issues; meeting compliance requirements, and provides audit references
- Reconciles Account balances for the purpose of maintenance of accurate account balances and complying with related policies, practices and/or regulations
- Researches discrepancies of payroll information and/or documentation (e.g. attendance registers, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing
- Informs State Ministry Department of Finance and Administration and GoSS Directorate of Finance and Administration regarding required documentation and/or procedures for the purpose of conveying information necessary to complete transactions

- Compiles data from a wide variety of sources (e.g. attendance registers / payroll, salary adjustments, tax deposits, etc.) for the purpose of analysing issues, ensuring compliance with mandated requirements, and/or monitoring program components
- Verifies a variety of payroll related information (e.g. direct deposits, wage attachments, benefits, etc.) for the purpose of ensuring accurate distribution of funds and payroll
- Supervises assigned personnel (e.g. screening, interviewing, recommending, training, evaluating, etc.) for the purpose of enhancing productivity of staff, and ensures that Department outcomes are achieved
- Oversees workload of Department for the purpose of maximizing the efficiency of the work force and meeting operational requirements
- Maintains a wide variety of payroll information, files and records in written and electronic formats for the purpose of providing an up-to-date reference and audit trail for compliance
- Communicates with a variety of internal and external parties (GoSS-MoE, State Ministry of Finance, etc.) for the purpose of ensuring accurate processing of payroll deductions
- Facilitates meetings for the purpose of identifying appropriate actions, developing recommendations and supporting other staff. Attends meetings for the purpose of conveying and/or receiving information required to perform functions
- Responds to written and verbal inquiries for the purpose of providing information and/or directives
- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment

Job Title: Inspector of Stores – G8.

Academic Qualification: At least a Diploma in Store Management

Experience: At least three years serving in the same field

Overall job description:

- Supervises or engages in the receipt, storage, control and issuance of the State Ministry of Education supplies and equipment
- Receives, records, audits, accounts for the Education supplies and equipment for SMoE
- Supervises warehouse or student store operations
- Keeps the store keys and is responsible for inventory maintenance for SMoE
- Provides efficient and effective Management and control of SMoE stores

Specific Roles & Responsibilities:

- Maintains SMoE inventory for Education supplies and office equipment including ordering, receiving and allocation

- Prepares and types annual requisitions, orders, reports and correspondence
- Maintains office files and records, including perpetual inventory for stock
- Performs assigned telephone responsibilities
- Posts daily incoming and outgoing SMOE stock/supplies
- Contacts vendors for price information
- Calculates discounts and charges on orders
- Supervises / observes casual workers during the receipt, distribution and loading of the Education supplies and equipment to the counties.
- Undertakes general bookkeeping functions, deposits, pay bills, etc.
- Prepares forms proper inventory according to demand/season
- Prepares and enters receipt and issuance of Education supplies and equipment in computerized system for distribution and deliveries when required
- Displays /orders

Job Title: Secretary – G14.

Academic Qualification: At least a Certificate in Secretarial Services

Experience: At least two years serving in the same field

Overall job description:

- Performs Secretarial work that involves the use of a variety of software packages to produce office correspondence and documents, maintenance of office systems, managing petty cash budgets for purchase of simple office stationery and equipment supplies
- Ensures administrative work, maintenance and managing data bases for the office archives
- Devises and maintains office systems
- Plans and organizes day-to-day administrative functions of the office

Specific Roles & Responsibilities:

- Performs a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence and documents, and maintain presentations, spread sheets and databases
- Organises and arranges meetings, taking minutes and keeping notes
- Provides invoice and advice on payments
- Liaises with staff in other departments and with external contacts
- Uses shorthand and audio tapes or copy typing to produce letters, correspondence and documents

- Organizes and stores paperwork, documents and computer-based information

Job Title: Administrative Clerk – 14.

Academic Qualification: At least a Diploma in Secretarial Service

Experience: At least two years serving in the same field

Overall description of the job:

- Responsible for provision of Administrative and Clerical services in order to ensure effective and efficient administrative operations
- Provides administrative and clerical services to the Director of Finance and Administration

Specific Roles & Responsibilities:

- Provides Clerical and Administrative support in order to ensure effective and efficient office operations
- Types agendas for meetings
- Prepares meeting packages and distributes to those concerned at least two days prior to the meeting date at least two days in advance
- Attends meetings, records and writes minutes
- Processes all letters, correspondences and documents as directed
- Records, date stamps and distributes all incoming and outgoing mails
- Carries out photocopying of letters, manuscripts, or other materials on photocopying machines
- Operates office machines such as fax machines, photocopiers, and computers. Updates the bulletin board by posting and removal of out-dated materials
- Files all correspondences
- Ensures that offices premise, reception area are kept clean and organized
- Provides reception services in the absence of the receptionist
- Supervises the office cleaners/messengers
- Undertakes any other appropriate duty that may be required

Job Title: Inspector for Staff Development – G8.

Academic Qualification: At least a Diploma in Human resource Management or related field

Experience: At least three years serving in the same field

Overall description of the job:

- Manages day to day operations of Establishment Unit
- Manages the Administration of the Human resource policies, procedures and staff development programs.
- Advises the Directorates on Human Resource issues

- Coordinates implementation of services, policies and programs through the Deputy Director of Administration and Finance
- Assists in implementing HR system, practices and objectives

Specific Roles & Responsibilities:

- Assists the Deputy Director of Finance and Administration in development of an employee performance appraisal system
- Ensures disciplinary and grievance policies and procedures are developed and functional
- Ensures equity and equality employment policies and procedures are develop and functioning
- Monitors the personnel issues and provides feedback to respective Departments
- Drafts formalized hiring/employment procedures for recruitment especially pro-female initiatives which actively encourage recruitment of qualified female candidates
- Participates in the actual recruitment and employment process of State Ministry of Education staff and ensures their active involvement and participation in outlined activities on the job description
- Guides employees on employment and compliance to regulatory concerns and reporting
- Conducts employee orientation, development, and training when required
- Conducts regular in house training for the SMoE staff on employee communication and relations
- Facilitates compensation and benefits administration for SMoE staff
- Facilitates and advises employee services such as safety, welfare, wellness and health and counselling
- Undertakes any appropriate duty assigned

Job Title: Inspector for Logistics – G8

Education Qualification: At least a Diploma in Logistics

Experience: At least three years of work in Logistics

Specific roles & responsibilities:

- Compiles and monitors Ministry mobile assets e.g. vehicles and motorbikes etc.
- Ensures fuel and lubricants supplies for the vehicles and Generators
- Prepares reports on conditions of the vehicles, motorbikes and generators to Deputy Director for Administration.
- Maintains registry of all drivers and assigns them vehicles for easy monitoring
- Draws Works Plan and Mapping for officials picking to and fro work place

Job Title: Driver – G14 -17.

Academic Qualification: At least a certificate in driving

Experience: At least two years serving in the same field

Overall description of the job:

- Works under the directives of the Deputy Director for Administration and Finance
- Responsible for transporting the State Ministry of Education staff and consultants who may be temporarily working in state, particularly in and its surrounding counties

- Ensures safe driving and proper maintenance of the project car under his or her responsibility
- Maybe required to work outside normal working hours and at weekends (will be paid overtime for weekends or extra hours offset by time off in lieu).
- Drives the vehicle assigned to driver according to prescribed instructions
- Ensures proper maintenance of the vehicle assigned to the driver

Specific Roles & Responsibilities:

- Drives the SMoE vehicle for State Ministry officials and their stakeholders
- Arranges for transport and transfer of SMoE staff, guests, and Education materials and equipment
- Ensures safety of passengers, obeys and respects all traffic and safety regulations
- Ensures proper upkeep and maintenance of vehicle including addition of lubricants and coolants
- Ensures that the vehicle is in good running order and that it is serviced according to schedule and needs
- Reports technical problems or concerns about the vehicle immediately to the supervisors
- Fuels vehicle and monitor fuel consumption and record mileage in a Log Book
- Maintains Radio and Phone contact with Supervisor or Directorate in charge

Job Title: Office Cleaner/Messenger – G17

Experience: At least two years serving in the same field

Overall description of the job:

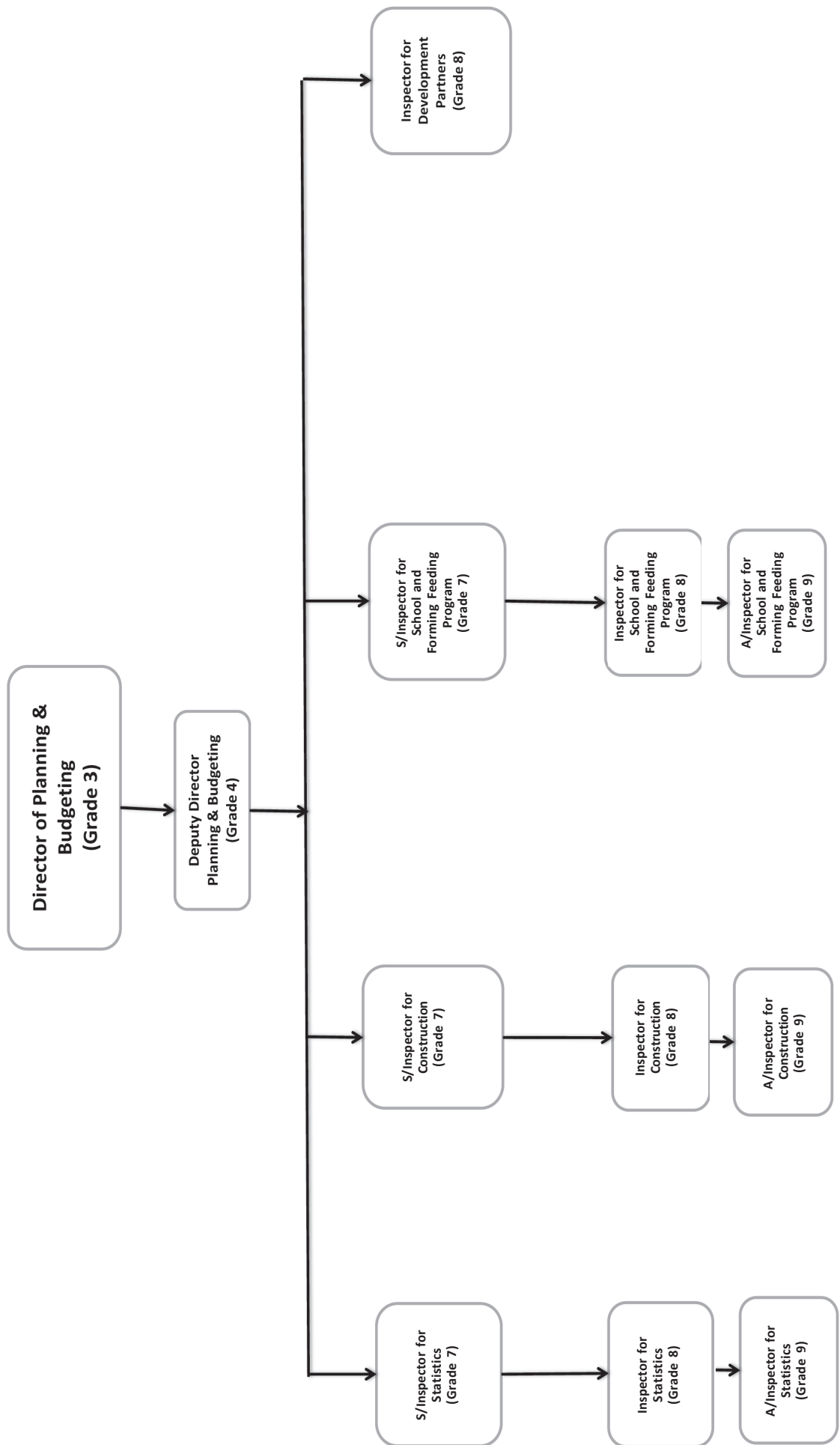
- Delivers oral or written messages
- Collects and distributes paperwork such as records or internal memos, reports from one Directorate to another, from one Department to another
- Cleans, mops, dusts and arranges the office in proper order
- May deliver documents, letters or items to other line ministries
- Ensures that the office the cleaner is assigned to is kept clean at all times
- Delivers documents, letters as instructed

Specific Roles & Responsibilities:

- Cleans the offices and ensures they are clean at all times
- Carries out cleaning of the office before the official working hours (before 8.00 and 17.00 hours)
- Cleans the office toilets and ensures they are clean at all times
- Dusts the office chairs, tables, cupboards and equipment
- Empties the office dustbins
- Delivers letters, documents from one office to another internally and externally
- Assists SMoE/Directorate staff as and when need arises

Department of Planning, Budgeting & Statistics

STRUCTURE FOR STATE DEPARTMENT OF PLANNING & BUDGETING



Job Title: Director for Planning, Budgeting and Statistics – G3

Academic Qualification: Master Degree in Educational Planning & Budgeting

Experience: At least five years serving in education Sector

Overall description of the job:

- Responsible for development of long term and sector strategy plans, coordination of the SMoE annual work plan and budget development, resource planning with development partners and translating the Government of South Sudan policy into action at the State level
- Develops State sector strategies, plans and budgets
- Coordinates SMoE directorates' annual work plan and budget development
- Lobbies for external funding for implementing and development of Education projects

Specific Roles & Responsibilities:

- Strengthens the State Ministry of Education in planning and budgeting including overseeing the planning and budgeting process and the budget sector working group
- Draws up annual financial budget based on approved budget ceiling from MoE-RSS and the overall State Ministry of Education annual work plan
- Leads and guides the Education sector policy development and implementation, resource mobilization and allocation and overall program management of the State Ministry of Education
- Develops monitoring and evaluation guidelines for County Education Offices to ensure that annual work plans are implemented and set objectives are met, including appropriate utilization of disbursed funds
- Participates in all Education Planning meetings at the Ministry of Education, (RSS) level, with NGO partners, State level, County level and Payam level including state representation at ERDFs
- Coordinates and facilitates the development of overall proposal and annual work plans using participatory tools to ensure that the plans are originated by the directorates and the stakeholders involved
- Participates in fundraising activities for State Ministry of Education work
- Provides Technical and professional advice to Partner Organizations and enhances them to build up capacity through the organizing of County capacity building training workshops
- Develops with Partners monitoring tools/indicators to assess growth and development of Education program interventions and establishes a system/mechanism with Partners as standard practice for quality control
- Undertakes any other duties assigned

Job Title: Deputy Director for Planning and Budgeting and Statistics – G4

Academic Qualification: At least a Bachelor Degree Educational Planning & Budgeting.

Experience: At least three years serving in education.

Overall job description:

- Assists the Director of Planning, Budgeting and Statistics in the development, monitoring and evaluation long term and sector strategy plans, coordination of SMoE annual work plan and budget development, resource planning with Development partners and translating the Government of South Sudan policy into action at the State level
- Supports the Director of Planning, Budgeting and Statistics in executing the duties of this directorate and deputizes for him/her during his/her absence
- Assists in the coordination of SMoE Directorates' annual work plans and budget development
- Supports the leadership in the annual SMoE Planning and Budgeting process

Specific Roles & Responsibilities:

- Assists and supports the Director of Planning, Budgeting and Statistics in any of the agreed tasks
- Draws up the annual financial budget based on approved budget ceiling from GoSS-MoGE and the overall State Ministry of Education annual work plan
- Monitors County Education offices to ensure that annual work plans are implemented and set objectives are met, including appropriate utilization of disbursed funds.
- Disseminates the Vision and Mission of SMoE to all Education sectors in the state and ensures mission statement banners are posted in all schools in state
- Organizes quarterly meetings with all Ministry Departments to review their work plans, share achievements, challenges and recommendation for improvement
- Attends all Education Planning meetings at the Ministry of Education (GOSS) level, with NGO partners, state level, county level, Payam level including state representation at ERDFs
- Coordinates and facilitates development of overall proposal and annual work plans using participatory tools to ensure that the plans are developed by Departments and stakeholders involved
- Lobbies and participates in fundraising activities for State Ministry of Education work
- Provides technical and professional advice to partner organizations and enhance them to build up capacity through the organizing of county capacity building training workshops
- Develops with Partners monitoring tools/indicators to assess the growth and development of education program interventions and establish a system/mechanism with Partners as standard practice for quality control

- Prepares monthly reports for the Department of Planning and Budgeting State Ministry of Education in the State and submits to the Director Planning, Budgeting and Statistics
- Prepares and compiles quarterly reports for all the Departments and present to the DG and the RSS MoE
- Leads Annual Education Census conducted yearly in the State that will inform SMOE Planning and decision making in the State
- Leads the EMIS exercises conducted in the State
- Collects and compiles data on local Education program development activities for further planning purposes
- Supervises the Department Program activities and ensures that they are implemented as scheduled.
- Undertakes any other duties assigned

Job Title: Inspector for Data and Statistics – G8

Academic Qualification: At least a Diploma in Educational data & statistic management

Experience: At least three years serving in education Sector

Overall description of the job:

- Collects, analyses, coordinates, and provides accurate data and implements statistics activities
- Updates the general data and statistics of State Ministry of Education

Specific Roles & Responsibilities:

- Develops tools for carrying out data collection
- Undertakes data collection and analysis
- Establishes and maintains an effective database system
- Prepares monthly, quarterly and yearly reports on data collection and management
- Ensures appropriate filing system for data and statistics in place, accurate and updated
- Coordinates, supervises and manages the County Statisticians
- Liaises with EMIS S/MoE/GOSS reporting and evaluating effectively
- Reviews existing data documents, compares and analyses
- Trains County Statisticians and conducts Annual Education Census yearly

Job Title: Inspector for Construction –G8

Academic Qualification: At least a Diploma in Construction/ Civil Engineering

Experience: At least three years serving in similar area

Overall job description:

- Supervises the construction service delivered by constructors
- Oversees the delivery of construction facilities of educational Institutions by the constructors in collaboration with SMO HPU
- Ensures that standard of construction facilities are maintained according to specifications

Specific Roles & Responsibilities:

- Plans the capital building program
- Supervises construction of educational institutions in the State
- Evaluates and assesses Educational facilities
- Oversees the tendering process
- Oversee communication between parties (including but not limited to approval, adjustments, Instructions, permissions, reporting, termination, variation and notice that are referred to in conditions that shall be effective only when in writing)
- Participates in development of terms of reference for the contracts to be awarded (TOR)
- Recommends issuance of completion certificate

Job Title: Inspector for School Feeding Program – G8

Academic Qualification: At least a Diploma in Nutrition.

Experience: At least three years serving in the same field.

Overall job description:

- Coordinates and monitors the implementation of School Feeding program in the State
- Oversees the distribution of School Feeding program in the State
- Oversees School gardening activities at schools
- Supervises the Girls Incentive Implementation Program
- Monitors the movement food for training and food for recovery
- Co-ordinates the flow of non-food items to Schools

Specific Roles & Responsibilities:

- Supervises and implements the school feeding program in the State
- Implements schools gardening activities
- Identifies schools that meet School Feeding Program standards

- Oversees verification of food delivery in the State
- Develops project proposal to lobby funds for extension of School Feeding Program
- Writes monthly monitoring reports
- Undertakes monitoring and evaluation activities
- Trains PTA on food management
- Co-ordinates World Food Program with State Ministry of Education
- Co-ordinates flow of non-food items at schools
- Collects data and statistics on sanitation and enrolment

Title: Development Partners' Coordinator – G8

Academic Qualification: At least a Diploma in related field

Experience: At least three years serving in the same field

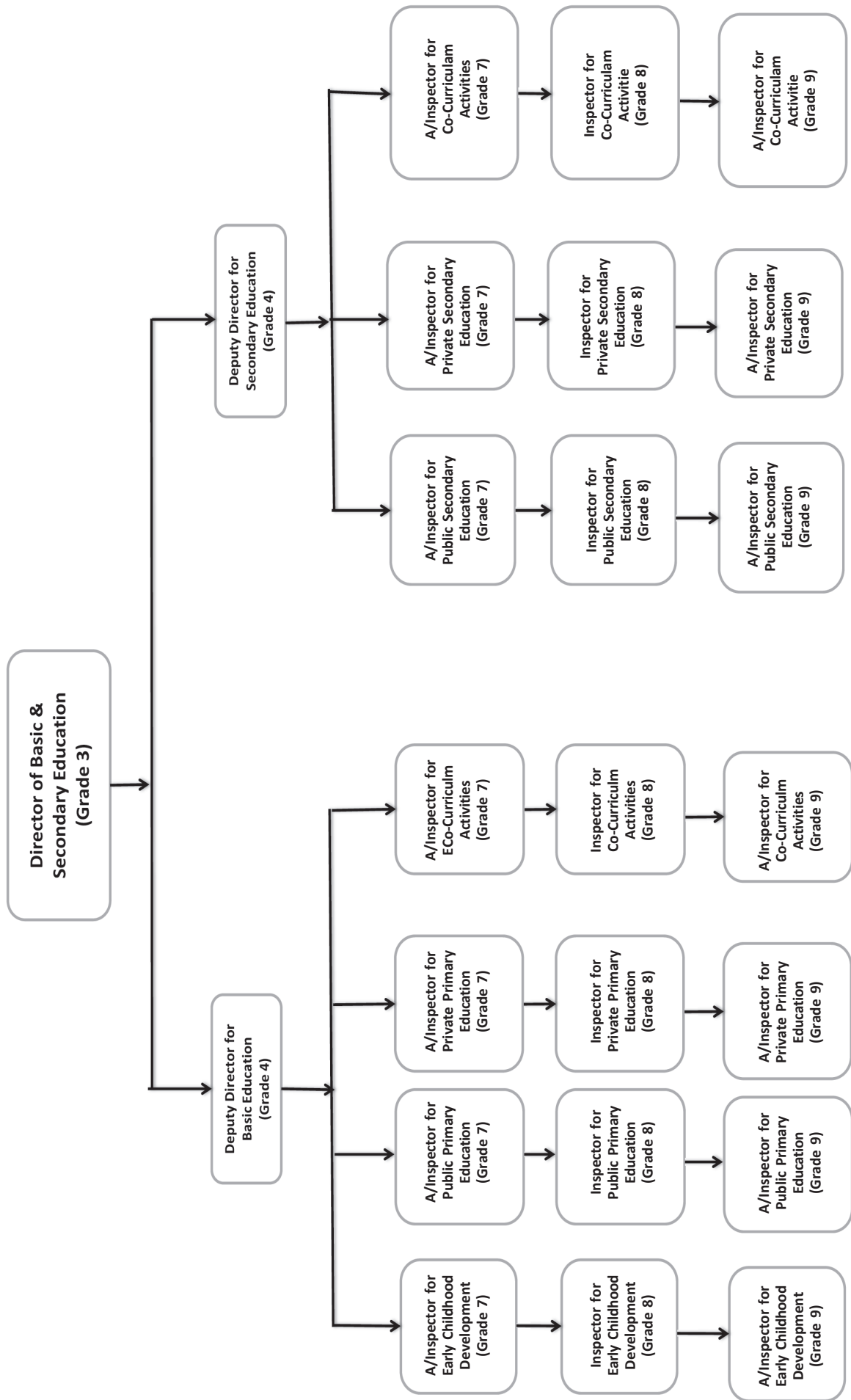
Overall job description:

- Officer in charge of linking the Ministry with Education Development Partners in the State (NGOs/CBOs)
- Ensures effective and timely coordination in implementation of Education programs by both the Ministry and Education Development Partners

Specific Roles & Responsibilities:

- Schedules Development Partners coordination meeting
- Prepares agenda and invitations for coordination meetings
- Prepares and disseminates minutes of coordination meetings
- Keeps profiles of Education Development Partners in the State
- Carries out field visits to accustom him/herself with the activities of NGOs/CBOs
- Monitors, evaluates and reports on the activities of Education Development Partners
- Carries out mapping of Education Development Partners
- Links Education Development Partners with relevant Departments in the Ministry

STRUCTURE FOR STATE DEPARTMENT OF BASIC & SECONDARY EDUCATION



Job Title: Director for Basic & Secondary Education – G3

Academic Qualification: Master Degree in Education

Experience: At least five years serving in Education Sector

Overall job description:

- The highest officer of the Department in charge of development and implementation of the General Education Programs relating to pre-primary, primary, alternative Education system, Secondary, vocational and Technical Education programs of both Government and private Schools
- Provides strategic direction in development and implementation of General Education (pre-primary, primary, alternative Education system secondary, vocational and technical education) programs

Specific Roles & Responsibilities:

- Provides leadership in the Management of General Education programs.
- Supervises and monitors General Education programs to provide strategic direction for standards relating to General Education
- Provides norms for General Education programs and school-community support structures
- Drafts policies related to General Education.
- Responsible for appraisal and recommendation of teachers for promotion, transfers and demotion.
- Responsible for teachers and students welfare
- Responsible for co-curricular activities in the State Education Sector
- Recommends recruitment and deployment of Teachers and Education Managers
- Undertakes any other duties assigned

Job Title: Deputy Director for Basic & Secondary Education - G4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in Education Sector

Overall job description:

- Deputizes the Director in the development and implementation of General Education programs relating to Pre-primary, Primary, Alternative education system, Secondary Vocational and Technical Education programs of both Government and private Schools
- Deputizes the Director of General Education and together with him/her provides strategic direction in developing and implementation of General Education (Pre-Primary, Primary, Alternative Education system Secondary, Vocational and Technical Education) programs

Specific Roles & Responsibilities:

- Assists and supports the Director for General Education in any of the agreed tasks
- Prepares and develops annual and operational work plans of the directorate
- Assists the Director in preparation of annual budget
- Assists the Director in supervising and monitoring of General Education programs to provide strategic direction for standards relating to General Education
- Ensures proper Management of the directorate's resources
- Compiles the Department reports
- Undertakes any other duties assigned

Job Title: Inspector for Secondary Schools – G8

Academic Qualification: At least a Diploma in Education

Experience: At least three years serving in Education Sector

Overall job description:

- Co-ordinates and Manages State inspection and supervision programs for Secondary Education in order to identify areas of needs and support
- Ensures effective and timely implementation of Secondary Education Curriculum in the State

Specific Roles & Responsibilities:

- Manages and organizes inspection of Secondary schools in the State
- Monitors and evaluates implementation of Secondary School Curriculum
- Carries out Secondary School mapping within the State
- Compiles comprehensive Secondary School Inspection reports
- Recommends Secondary School Teachers for training, promotion and transfer
- Ensures effective implementation of the Education policies related to Inspection by relevant stake holders
- Interprets and disseminate Secondary Education policy to stake holders
- Undertakes any other duty assigned

Job Title: Inspector for Basic Education – G8

Academic Qualification: At least a Diploma in Education

Experience: At least five years serving in Education Sector

Overall job description:

- Co-ordinates and manages State Inspection and Supervision programs for Primary Education in order to identify areas of needs and support
- Ensures effective and timely implementation of Primary Education Curriculum in the Primary Schools in the State

Specific Roles & Responsibilities:

- Manages and organizes inspection of Primary Schools in the State
- Monitors and evaluates implementation of Primary Education Curriculum
- Carries out Primary School mapping within the State
- Compiles comprehensive Primary School inspection reports
- Monitors and evaluates the activities of County Inspectors of Schools
- Recommends Primary School teachers for training, promotion and transfer
- Ensures effective implementation of the Education policies related to Inspection by relevant stake holders
- Interprets and disseminates Primary Education policy to stake holders
- Performs any other duty assigned

Job Title: Inspector for Early Childhood Development (ECD) – G8

Academic Qualification: At least a Diploma in Education.

Experience: At least three years serving in Education Sector

Overall description of the job:

- Co-ordination and management of State inspection and supervision programs for Early Childhood Development (ECD) to ensure monitoring and evaluation of ECD programs to identify areas of support and interventions
- Ensures effective and timely implementation of ECD Education curriculum in the State

Specific Roles & Responsibilities:

- Manages and organizes Inspection of pre- schools in the State
- Monitors and evaluates implementation of Pre-school Education curriculum
- Carries out Pre-school mapping within the State
- Compiles comprehensive pre-school inspection reports.
- Recommends pre-school teachers for training, promotion and transfers
- Ensures effective implementation of the ECD Education policies

- Interprets and disseminate Pre-school Education policy to stake holders
- Performs any other duty assigned

Job Title: Inspector for Co-curricular activities – G8

Academic Qualification: At least a Diploma in related field

Experience: At least three years serving in the same field

Overall description of the job:

- In charge of co-curricular programs and activities in State Schools
- Ensures timely and effective implementation of co-curricular activities in schools

Specific Roles & Responsibilities:

- Designs co-curricular calendar and programs for the whole academic year
- Co-ordinates co-curricular activities and programs with other relevant ministries
- Plans for acquisitions of games and sports equipment and attire
- Plans for training of games and sports masters and other officials
- Carries out inspection of co-curricular activities in schools
- Compiles comprehensive reports on co-curricular activities in schools
- Monitors and evaluates co-curricular programs in schools
- Collects, Interprets and disseminates federation of international football association (FIFA) rules and regulation, and National Games Sports Guidelines (NGSG) to schools
- Performs any other duty assigned

Job Title: Inspector for Private Schools – G8

Academic Qualification: At least a Diploma in Education

Experience: At least three years serving in Education Sector

Overall description of the job:

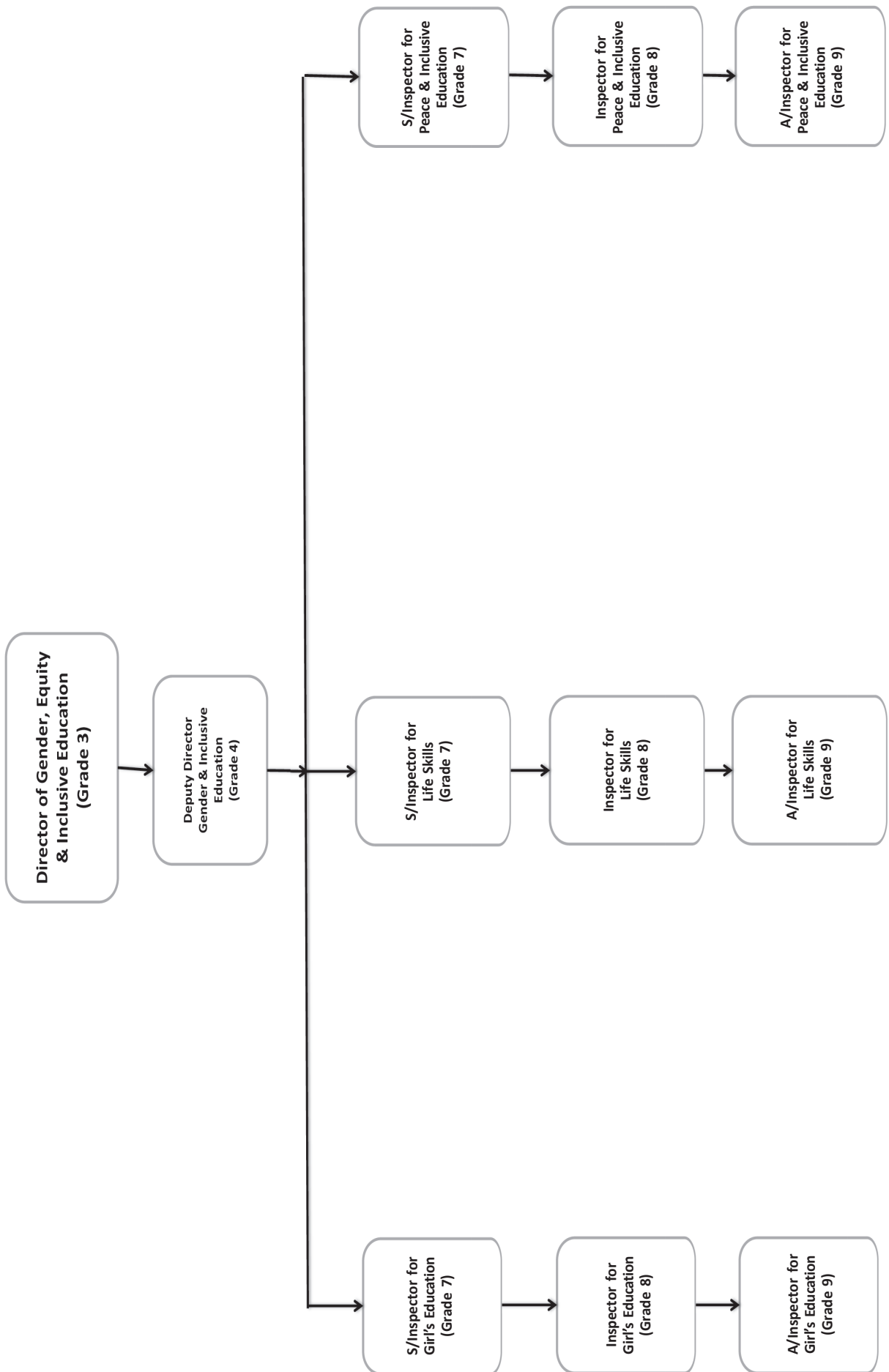
- Interprets and disseminates private schools' Government Education policies to all the private schools in the State
- Ensures effective implementation of Government Education policies on private schools' in the State

Specific Roles & Responsibilities:

- Interprets and disseminates Government policy relating to establishment and operation of private Schools

- Receives applications for licensing of private Schools from individuals, groups or faith/church organizations
- Maps locations of private Schools in the whole State
- Assesses and recommends the registration and de-registration of private Schools
- Assists in drafting memorandum of understanding (MoU) for establishment and management of private schools.
- Recommends government support for private schools in line with government policy on private schools
- Prepares and co-ordinates inspection and supervision of private schools.
- Compiles reports on the private schools
- Performs any other duty

STRUCTURE FOR STATE DEPARTMENT OF GENDER, EQUITY & INCLUSIVE EDUCATION



Job Title: Director of Gender and Inclusive Education – G3

Academic Qualification: Master Degree in Education

Experience: At least five years serving in the same field

Overall job description:

- Makes the overall activity plans for the Directorate of Gender Equity and Social Change
- Draws up the annual budget for the Directorate based on the set priorities and ensures that the budget is approved and utilized appropriately
- Coordinates with Directors within the Ministry of Education both at state and RSS levels and other partners to enable smooth running of gender equity and social change programs in the state
- Draws up the overall plan of the Directorate of Gender Equity and Social Change and ensures that the plans are executed accordingly
- Advocates, mainstreams & ensure that teachers are trained in gender responsive pedagogy

Specific Roles & Responsibilities:

- Designs overall plan structures for gender equity and social change in the state
- Develops annual operational budget for activities in the gender and social change directorate
- Co-ordinates with other directors in the State Ministry of Education, RSS officials and partner organizations in the state on gender mainstreaming
- Oversees gender and social change activities being undertaken in the states.
- Compiles monthly, quarterly and annual reports on the gender and social activities
- Provides a good leadership system within the directorate of gender equity and social change and the SMoE.
- Leads the Development on budget, activity plans and any other program
- Ensures coherence and effective integration of gender and social change (emerging issues) throughout the sector, Curriculum development, teacher training, human resource evaluation and promotional materials.
- Oversees implementation of Gender and social change mainstreaming
- Co-ordinates with line Ministries and other partners to drive forward the activities of the Directorate
- Represents the Directorate in high level meetings, workshops, seminars and conferences and any such gatherings as may be required

Job Title: Deputy Director of Gender and Social change – G4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in the same field.

Overall job description:

- Assists the Director of Gender equity and Social Change in the unit planning process
- Implements, monitors and evaluates overall activities for Gender Equity and Social Change
- Links the Gender Equity and Social Change Department with other Departments within the ministry and other partners and provide direction for action in the Gender programs
- Ensures effective implementation of the Gender mainstream policies in accordance with South Sudan Education Act
- Advocates for Gender responsive pedagogy in all the schools in the State

Specific Roles & Responsibilities:

- Assists and supports the Director in annual planning and budgeting process
- Develops Department policies in collaboration with the GOSS-MoE Department of Gender and Social Change
- Develops strategies and tools to design, implement, and monitor and evaluate MoEST project contribution to gender and social change
- Conducts monitoring and evaluation of the Department programs in the Counties and schools and design redress where applicable
- Supervises the Inspectors of Gender and Social Change Department
- Represents the Director of Social Change in her absence
- Undertakes the appraisals of the Inspectors in the Directorate and assists the Counties in doing the same
- Coordinates with other Directorates in the SMOE to mainstream gender to drive forward the activities of the Directorate
- Develops training materials and carries out trainings on gender issues
- Advocates and lobbies for funds from Development Partners and Donors to support peace education and learners with disabilities in schools

Job Title: Inspector for Peace and Special Needs Education – G8

Academic Qualification: At least a Diploma in Education

Experience: At least three years serving in Education Sector

Overall job description:

- Responsible for planning, coordinating and conducting monitoring and evaluation activities with the county offices and school

- In charge for teachers' capacity enhancement to improve peace and special needs activities in the schools
- Links State Ministry of Education and the County Education Office on matters relating to peace and special needs education
- Advocates and promotes peace and peaceful learning environment in the schools
- Ensures that learners with disabilities get equal learning opportunities and access to school facilities without any discrimination

Specific Roles & Responsibilities:

- Carries out assessments in schools on peace and special needs programs
- Provides advisory assistance to schools administration on peace and special needs
- Conducts supervision in the implementation of peace and special needs programs in schools
- Provides up to date information to Gender Director about peace and special needs activities in schools
- Collects and shares relevant information with the county Gender Officers
- Oversees the allocation and distribution of materials to learners with disabilities
- Advocates for non-discrimination against learners with disabilities
- Responsible for maintaining up to date data on learners with disabilities
- Promotes cultural activities in the school as a way for fostering peace
- Conducts monitoring and evaluation on peace and special needs programs
- Advocates and lobbies the Education stakeholders and Donors to support and provide learning equipment and materials for learners with disabilities
- Prepares annual Unit budgets
- Writes monthly and quarterly progress reports

Job Title: Inspector for Girls' Education and Life Skills – G8

Academic Qualification: At least a Diploma in education

Experience: At least three years serving in Education Sector

Overall job description:

- Responsible for planning, implementing coordinating and conducting monitoring and evaluation on the programs of girls' education and life skills in the States.
- Ensures that access, retention and completion of education by the girl child are improved; and the schools adhere to the child friendly schools guidelines

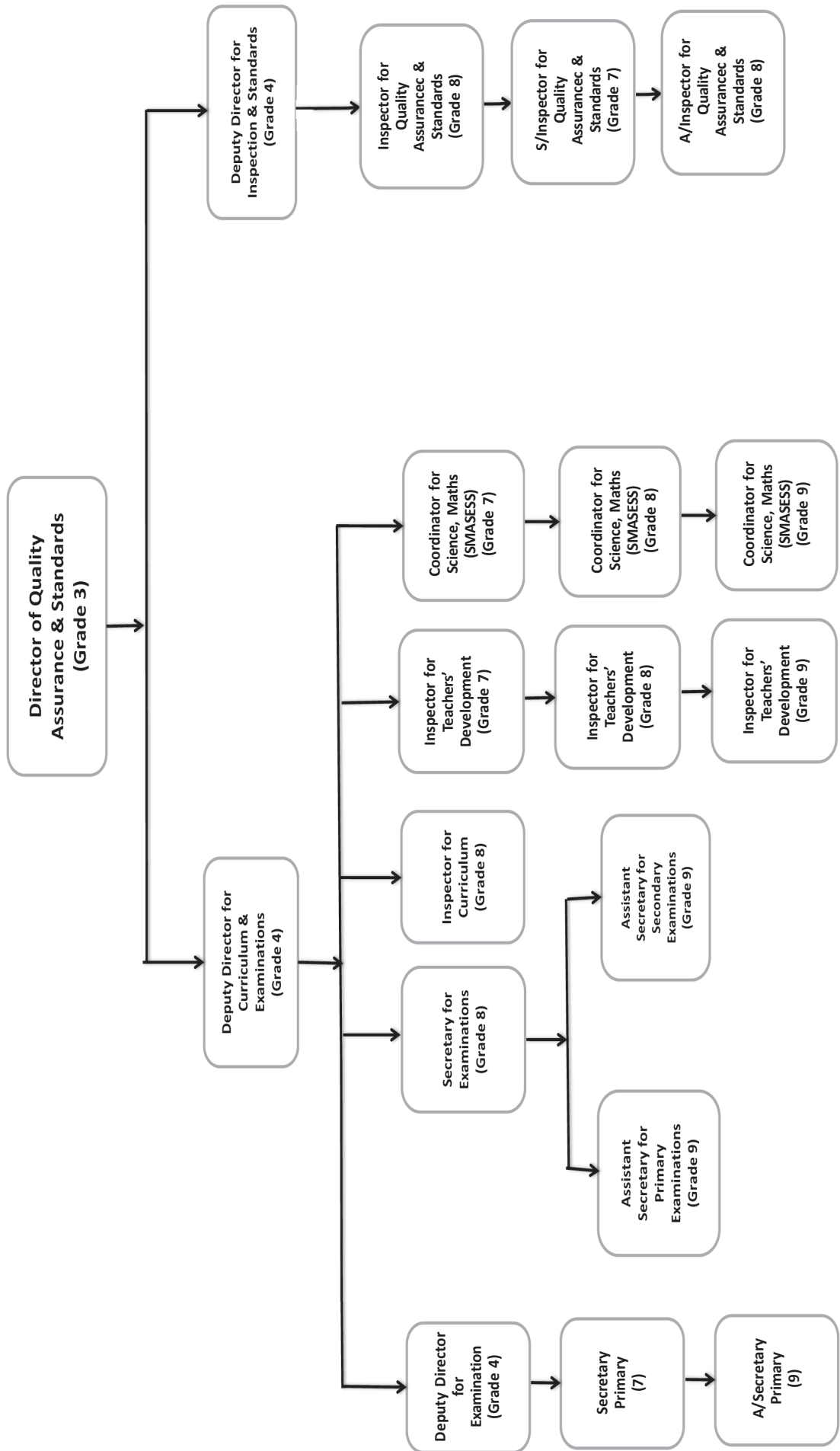
- Promotes, advocates and encourages protection of the girl child in her attempt to attain the highest of level education
- Ensures that learners acquire the desirable life skills to cope with the real changing life situations

Specific Roles & Responsibilities:

- Conducts monitoring and evaluation in the counties and schools on progress of the Girls Education activities
- Conducts needs assessment in the schools and identifies areas that require immediate attention
- Plans for capacity enhancement of teachers and the learners on gender responsive pedagogy
- Works closely with the Department of Quality Promotion and Innovation to ensure that life skills is incorporated in the syllabus and are taught in schools
- Provides advisory services & updated information between the Counties and the Ministry of Education
- Provides on the better practices that can promote girls learning
- Ensures that the teachers adopt gender responsive pedagogy to improve retention and the performance of girls in schools

Department of Quality Promotion & Innovation

STRUCTURE FOR STATE DEPARTMENT OF QUALITY ASSURANCE & STANDARDS



Job Title: Director of Quality Promotion and Innovation – G3

Academic Qualification: Master Degree in Education

Experience: At least five years serving in Education Sector.

Overall job description:

- Head of the Department and responsible for initiating all programs leading to promotion of Quality Teaching and Learning in the State
- Ensures quality education in the State

Specific Roles & Responsibilities:

- Provides leadership on issues relating to the quality of teaching and learning
- Represents the Department at the State and other levels, with NGO partners at State, County and Payam levels
- Compiles Department's activity plans and ensures smooth implementation
- Plans, organizes and chairs the Department's meetings
- Compiles and submits the Department' activity reports to the Director General
- Accounting officer of the Directorate
- Advocates and lobbies for funding for the Department's planned activities
- Supervises all activities of the Department
- Responsible for personnel development in the directorate
- Coordinates Directorate's activities with other Directorates and Education Development Partners
- Undertakes any other duty assigned

Job Title: Deputy Director for Examinations and Curriculum – G4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in Education Sector

Overall job: description:

- Assists the Director in initiating all programs leading to promotion of quality, examinations and implementation of curriculum in the State
- Assists the Director to ensure quality examination and assessment aimed at promoting quality education in the State
- Assists the Director to ensure effective implementation and monitoring of the curriculum in the State

Specific Roles & Responsibilities:

- Assists and supports the Director for Quality Promotion and Innovation in any of the agreed
- Deputizes the Director for Quality Promotion and Innovation in the State
- Ensures timely reporting on matters related to curriculum implementation and examinations in the state
- Monitors the implementation of the curriculum and examination in the State
- Collects and compiles plans of the heads of examination and curriculum units' activities
- Supervises the activities of the Secretary for Examinations and the curriculum units
- Undertakes any other duty assigned

Job Title: Deputy Director for School Inspection and Standards - G4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in Education Sector

Overall job description:

- Assists the Director in initiating all programs leading to promotion of quality teaching and learning in schools in the entire State
- Assists the Director to ensure effective inspection and standards to ensure effective teaching and learning aimed at promoting quality Education in the State
- Assists the Director to ensure effective implementation and monitoring of capacity building activities in the State
- Assists the Director in ensuring effective implementation of national languages policies in the State.

Special Roles & Responsibilities:

- Deputizes the Director for Quality Promotion and Innovation in the State
- Ensures timely reporting on matters related to school inspection and standard assurance in the State
- Supervises and monitors the implementation of school inspection, national languages and capacity building programs in the State
- Collects and compiles plans and supervises the head of teacher development, national languages and school inspection and standards units' activities
- Undertakes any other duty assigned

Job Title: Inspector for National Languages – G8.

Academic Qualification: At least a Diploma in Education

Experience: At least three years serving in Education Sector

Overall job description:

- Ensures effective implementation of National languages policies in the State
- Ensures the effective implementation of the Government's National languages policies in the State

Specific Roles & Responsibilities:

- Heads the Unit for National Languages in the State
- Develops plans for capacity building activities for teachers on national languages for effective implementation of the policies
- Plans for the production of national language instructional materials
- Reports the progress of the activities in his/her unit
- Ensures effective implementation of planned activities in the unit
- Liaises with community leaders of various communities to ensure that their languages are developed
- Liaises with partners who have interest in developing national language programs
- Recommends teachers for recruitment and further training on national languages
- Performs any other duty assigned

Job Title: Inspector for Curriculum – G8.

Academic Qualification: At least a Diploma in Education

Experience: At least three years serving in Education Sector

Overall Job description:

- Ensures that the unified South Sudan School Curriculum is implemented in the whole State
- Ensures that the new South Sudan Education Curriculum materials and programs for all pre-tertiary education are effectively implemented in the State

Specific Roles & Responsibilities:

- Initiates requisitions, receives and keeps records of all materials related to curriculum and its implementation in the State
- Approves all requisitions for the distribution of all such materials to the counties
- Monitors the effective implementation of the South Sudan School Curriculum in the State

- Conducts research on the effectiveness of the curriculum, its implementation and recommends for possible reformation to MoE/RSS
- Initiates programs for assessment and evaluation of the South Sudan School Curriculum in the State
- Assesses the quality of teaching and learning
- Recommends for possible training of teachers on the areas of curriculum and its implementation
- Advises the Director on matters related to effective implementation of the curriculum
- Recommends where necessary, for production of curriculum materials to Curriculum Development Centre – RSS
- Undertakes any other appropriate duty assigned

Job Title: Inspector for Examinations – G8.

Academic Qualification: At least a Diploma in Education

Experience: At least three years serving in Education Sector

Overall job description:

- Ensures quality assessment and evaluation of teaching and learning at basic level in the State schools
- Ensures that quality, valid and standardized examination is set and managed in the State

Specific Roles & Responsibilities:

- Schedules Primary Leaving Examinations programmes in the State
- Monitors the implementation of Primary Leaving Examinations in the State
- Develops guidelines, rules and regulations for the conduct of examinations in the State
- Set standards for minimum requirements for entry to specified levels Education cycle
- Analyses Examinations results and circulates the recommendations to the Counties, Payams and the schools
- Designs standard measurements for grading and accreditations of primary candidates in the State
- Develops systems of motivation of best performing candidates, schools, teachers and parents in the State
- Ensures the formation of effective Examination Councils at the State level
- Initiates the drafting of the Examination Act to be presented to the State legislative assembly for discussion and enactment and ensures its implementation
- Undertake any other appropriate duty assigned

- **Job Title: Inspector for Teacher Development – G8**

Academic Qualification: At least a Diploma in Education

Experience: At least three years serving in Education Sector

Overall job description:

- Initiate programs leading to teachers Professional development in the State
- Ensures development of quality professional teachers in the State

Specific Roles & Responsibilities:

- Assesses training needs for State and County Education officials, Payams and school teachers
- Initiates and plans training programs for teachers and school managers at all levels within the State
- Co-ordinates training programs with partners and training centres in the counties
- Selects, screens and recommends teachers and other staff for training and scholarships
- Supervises training activities in the training centres
- Monitors and evaluates performances of the CEC Tutors
- Develops training materials for training based on assessed needs
- Liaises with the NCDC in development and evaluation of teacher training materials and programs
- Plans for external moderation of teachers in the training centres
- Manages resources for teacher trainings and development
- Undertakes any other appropriate duty assigned

Job Title: Inspector of Schools and Standards – G8.

Academic Qualification: At least a Diploma in Education

Experience: At least three years serving in Education Sector

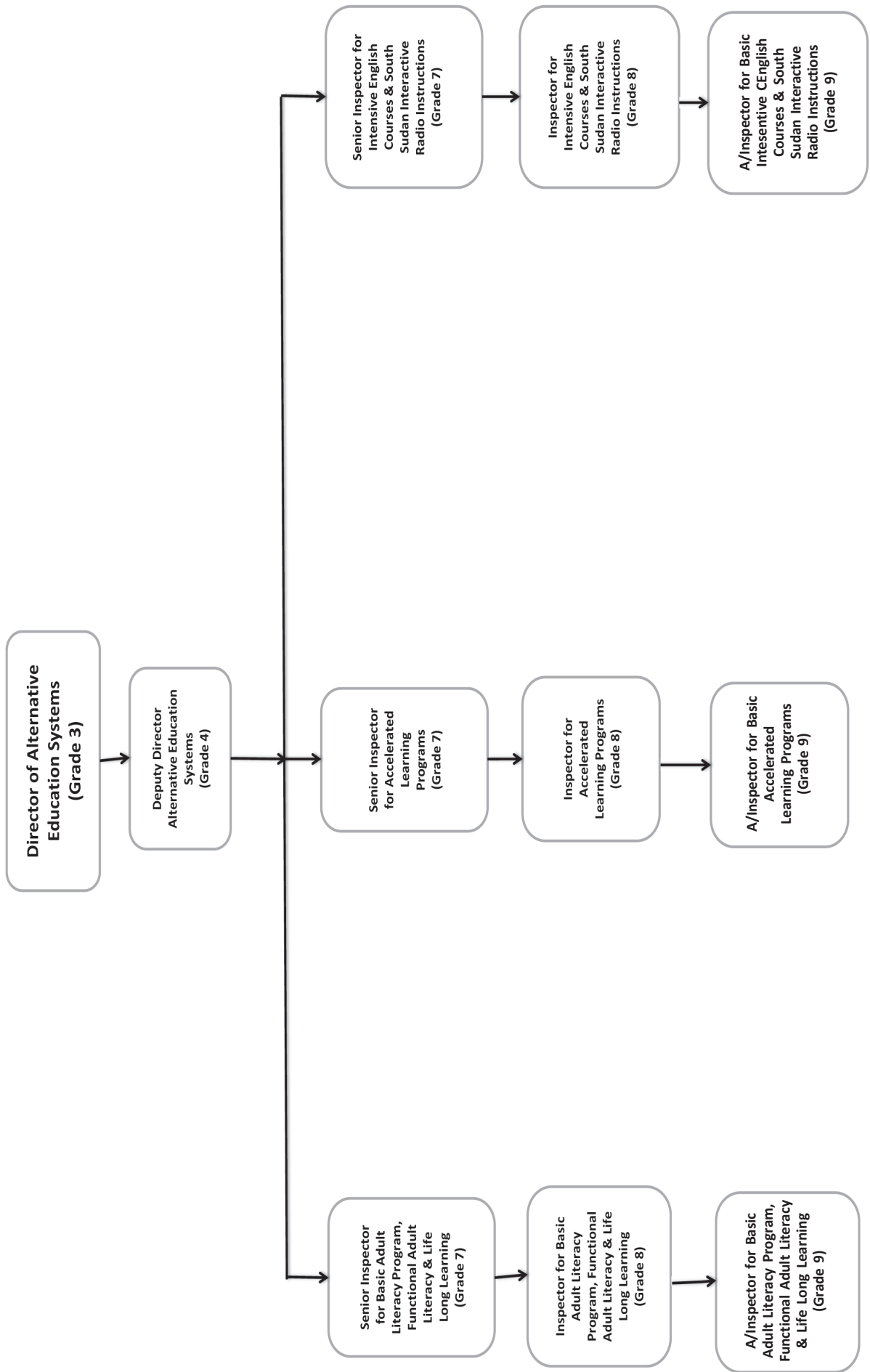
Overall job description:

- Co-ordinates and manages State inspection programs in their areas of responsibility to ensure monitoring and evaluation of programs and to identify areas of support needed
- Co-ordinates Counties' contribution to the State inspection programs
- Manages and organizes inspection of Educational institutions within the state
- Monitors and evaluates inspection activities in the Counties

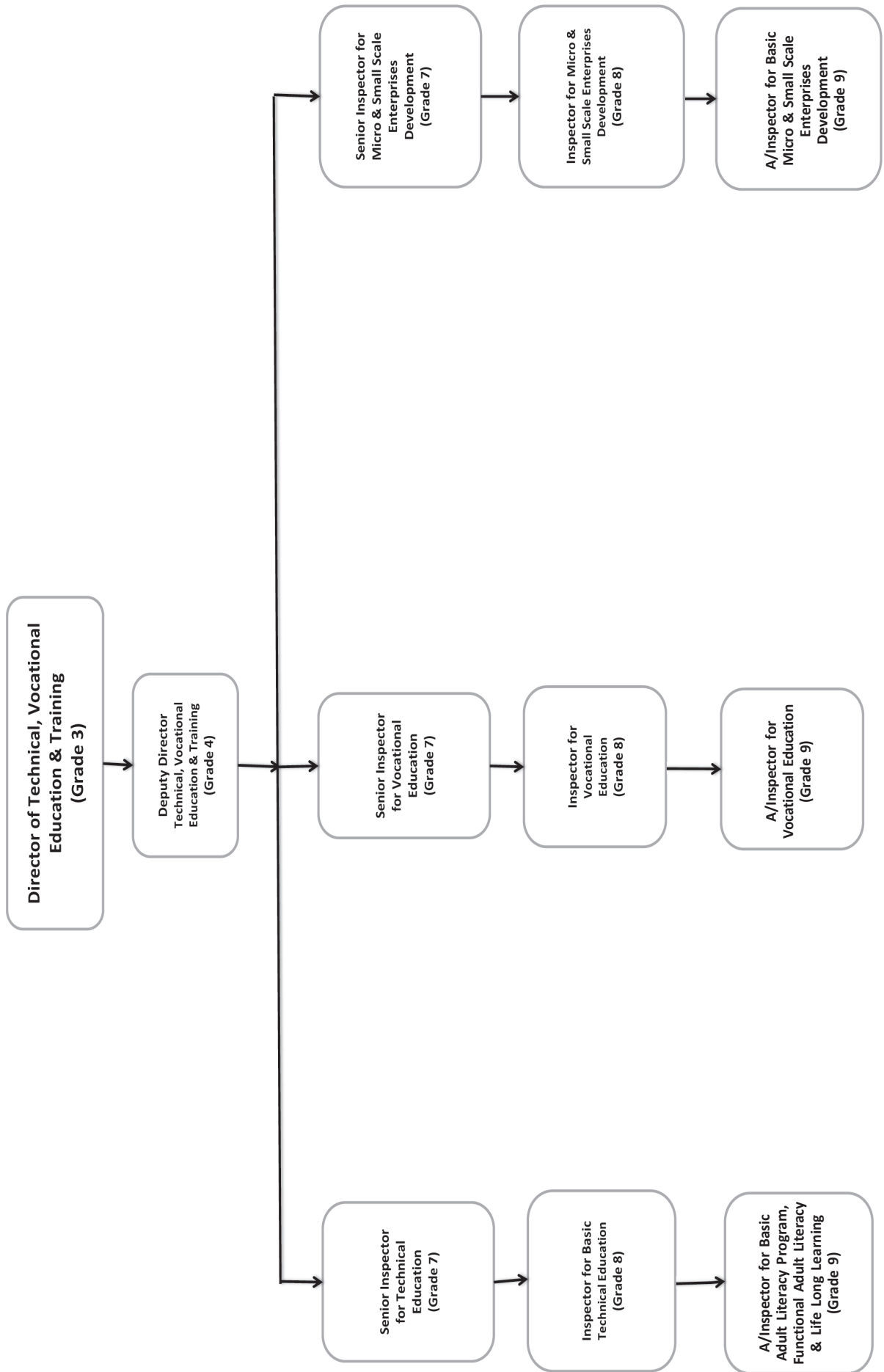
Specific Roles & Responsibilities:

- Plans and conducts thorough preparations for inspection
- Carries out school mapping and inspection schedules
- Ensures provision of quality education through inspection and monitoring
- Monitors and assesses the implementation of co-curricular activities
- Ensures effective implementation of the curriculum
- Evaluates teaching and learning processes at the State level
- Supervises school inspectors at County level, identify areas of support, for the County and Payam school inspectors and supervisors respectively
- Recommends for training programs to build capacity of teachers, inspectors and Payam supervisors
- Ensures effective implementation of the Education policies related to inspection by relevant stakeholders
- Supervises the quality of the environment in Educational institutions including all buildings and infrastructure
- Interprets and disseminates Education policy to relevant groups
- Compiles and disseminates regular reports on the quality of Educational to the Deputy Director for Quality Assurance and Standards
- Undertakes any additional appropriate duty delegated

STRUCTURE FOR STATE DEPARTMENT OF ALTERNATIVE EDUCATION SYSTEMS



STRUCTURE FOR STATE DEPARTMENT OF TECHNICAL, VOCATIONAL EDUCATION & TRAINING



Director for Technical, Vocational Education and Training (Grade 3)

1. Qualification: BSc or BA in one of TVET fields

2. Experience: 5 years and above

3. General Job-descriptions

- 1) Oversees the planned activities of the Departments
- 2) Carries out performance appraisal of staff under his/her supervision
- 3) Accounts for implementation of the planned activities of the Department, the productivity and performance of Department.
- 4) Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly.
- 5) Reports directly to the Director General

4. Specific roles and responsibilities

- 1) Prepares strategic plans for the expansion of State government and private TVET institutions
- 2) Prepares strategic plan of teachers/trainers development
- 3) prepares directives and guidelines for the privileges and benefits of Teachers/trainers and institutional heads
- 4) Follows up effective and efficient utilization of resources and funds offered for capacity building of institutions
- 5) Proposes the procurement of required training materials, tools, equipment and machineries
- 6) Approves and disapproves the proposals regarding accreditation of State private institutions

Deputy Director for Vocational Education and Training (Grade 4)

Qualification: BSc or BA in one of TVET fields

1. Experience: 5 years and above

2. General Job-descriptions

- 1) Assists the Department Director according to prescribed and approved scopes of work.
- 2) Carries out performance appraisal of staff under his/her supervision
- 3) Stands in for the Director during her/his absence.
- 4) Reports directly to the Director.

3. Specific roles and responsibilities

- 1) Prepares strategic plans for the expansion of TVET institutions
- 2) Identifies the necessary training materials and facilitate procurement plans
- 3) Prepares strategic plan of teachers/trainers development for state owned institutions

- 4) prepares directives for capacity building of TVET institution leaders/heads
- 5) Works closely with NGOs who support TVET institutions
- 6) Monitors and evaluates effective resource utilization of TVET institutions
- 7) Conducts TVET institutional performance Assessment

Senior Inspector for Technical Education (Grade 7)

1. **Qualification:** Diploma in one of TVET fields
2. **Experience:** 4 years and above

General Job-descriptions

- 1) Prepares individual action plan and assist development of plans for department
- 2) Prepares and submits individual accomplishment report regularly

3. Specific roles and Responsibilities

- 1) Facilitates the competition of state and private Technical institutions for development and better performance
- 2) Finds and facilitates scholarships for Technical Education teachers/trainers
- 3) Develops checklists to evaluate the performance of Technical Education trainers
- 4) Identifies the necessary training materials for Technical Education and facilitates procurement
- 5) Monitors and evaluates effective training resource utilization by institutions
- 6) Facilitates hiring of Technical Education trainers when necessary

Inspector for Technical Education (Grade 8)

1. **Qualification:** Diploma in one of TVET fields and equivalent
2. **Experience:** 3 years and above

3. General Job-descriptions

- 1) Coordinates and manages state inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
- 2) Carries out performance appraisal of staff under his/her supervision
- 3) Works closely with the county-level inspectors to build systems of inspection to be carried out.

4. Specific roles and Responsibilities

- 1) Conducts Technical institutional performance Assessment
- 2) Prepares proposals for the improvement of performance of state Technical institutions based on their performance
- 3) Monitors and evaluates the performance of the Technical trainers/teachers

- 4) Conducts skills gap study on Technical trainers and facilitate skills gap training

Assistant Inspector, Technical Education (Grade 9)

1. **Qualification:** Diploma one of TVET fields and equivalent

2. **Experience:** 2 years

3. General Job-descriptions

- 1) Assists in State inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- 2) Carries out performance appraisal of staff under his/her supervision
- 3) Facilitates the state-level inspectors of Technical institutions to build systems of inspection to be carried out
- 4) Reports to the Inspector
- 5) Performs all the duties as may be assigned to her / him

4. Specific roles and Responsibilities

- 1) Monitors and evaluates the performance of the trainers/teachers in state VET institutions
- 2) Inspects state base TVET schools
- 3) Collects data on the state base TVET institutions

Senior Inspector of Micro and Small Scale Enterprises' Development (Grade 7)

1. **Qualification:** Diploma in one of TVET fields

2. **Experience:** 4 years and above

3. General Job-descriptions

- 1) Oversees the planned activities of the Departments for which he/she is responsible.
- 2) Carries out performance appraisal of staff under his/her supervision
- 3) Accounts for implementation of the planned activities of the Department, the productivity and performance of Department.
- 4) Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly.
- 5) Reports directly to the Deputy Director of the Department

4. Specific roles and responsibilities

- 1) Prepares strategic plan for the development of micro and small scale enterprises
- 2) Prepares guidelines and working documents for micro and small scale enterprises development
- 3) Creates awareness to the stakeholders and beneficiaries

- 4) Coordinates with the responsible state government bodies to organize job seekers and street children to give micro and small scale skills, and enable them to start their own business at micro and small scale enterprise level
- 5) Coordinates with responsible state government bodies (micro finances, banks,..) to offer working capital and sheds to the organized and trained people (create opportunity for loan)
- 6) Develops a guideline on how the department support Micro and Small Scale enterprises development
- 7) Monitors and evaluates micro and small scale enterprises development activities

Inspector of Micro and Small Scale Enterprises' Development (Grade 8)

1. Qualification: Diploma in one of TVET fields

2. Experience: 3 years and above

3. General Job-descriptions

- 1) Assists the Senior Inspector according to prescribed and approved scopes of work.
- 2) Carries out performance appraisal of staff under his/her supervision
- 3) Stands in for the Senior Inspector during her/his absence
- 4) Reports directly to the Senior Inspector

4. Specific roles and responsibilities

- 1) Reviews guidelines and working documents for micro and small scale enterprises development
- 2) Facilitates awareness creation for the stakeholders and beneficiaries on development of micro and small scale enterprises
- 3) Organizes training for the target groups (those to be hatched as micro and small scale enterprises)
- 4) Coordinates with development partners and donors to access working capital for the trained and organized groups
- 5) Monitors and evaluates micro and small scale enterprises development process

Assistant Inspector, Micro and small scale Enterprise Development (Grade 9)

1. Qualification: Diploma in one of TVET fields and equivalent

2. Experience: 2 years

3. General Job-descriptions

- 1) Assists in State inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
- 2) Carries out performance appraisal of staff under his/her supervision
- 3) Facilitates the state-level inspectors to build systems of inspection to be carried out

- 4) Reports to the Inspector
- 5) Performs all the duties as may be assigned

4. Specific roles and Responsibilities

- 1) Facilitates the access of working capital and working sheds for the organized and trained groups
- 2) Follows up over all process and facilitate how to assist functional Micro and small scale Enterprises development
- 3) Builds the capacity of TVET trainers on how to support Micro and small scale enterprises
- 4) Links the Technical and Vocational education with micro and small scale enterprise
- 5) Performs any duty assigned

Senior Inspector for Vocational Education (Grade 7)

1- Qualification: Diploma in one of TVET fields

2- Experience:4 years and above

General Job-descriptions

- 1- Oversees the planned activities of the Departments for which he/she is responsible.
- 2- Carries out performance appraisal of staff under his/her supervision
- 3- Accounts for implementation of the planned activities of the Department, the productivity and performance of Department.
- 4- Ensures that all personnel within his/her Department have precise scopes of work and performance targets that are monitored and reported regularly.
- 5- Reports directly to the Deputy Director of the Department

Specific roles and responsibilities

- 1- Prepares strategic plan for the development of Vocational Education
- 2- Prepares guidelines and working documents for Vocational Education development
- 3- Creates awareness to the stakeholders and beneficiaries of Vocational
- 4- Coordinates with the responsible State government bodies to organize job seekers and street children to give the vocational training, and enable them to start their own business at micro and small scale enterprise level
- 5- Coordinates with responsible State government bodies to offer working capital and sheds to the organized and trained people (create opportunity for loan)
- 6- Develops a guideline on how TVET institutions support Vocational Education
- 7- Monitors and evaluates Vocational Education development activities

Inspector for Vocational Education (Grade 8)

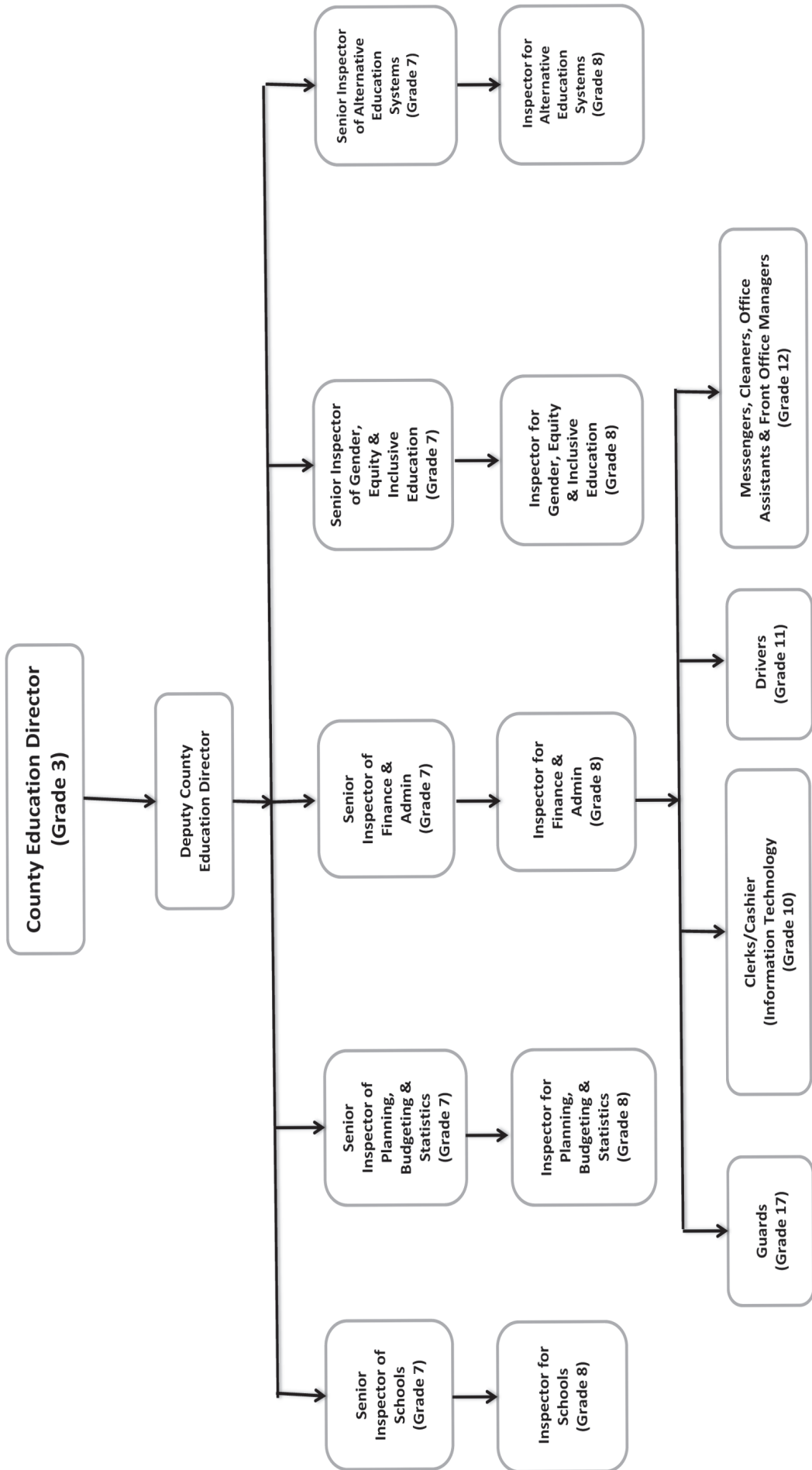
1. **Qualification:** Diploma in one of TVET fields and equivalent
2. **Experience:** 3 years and above
3. **General Job-descriptions**
 - 1) Coordinates and manages State inspection programmes in his/her areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed.
 - 2) Carries out performance appraisal of staff under his/her supervision
 - 3) Works closely with the County-level inspectors to build systems of inspection to be carried out.
4. **Specific roles and responsibilities**
 - 1) Collects the data of untrained job seekers and street children to be trained Communicates with state and payam authorities to register the job seekers to be trained
 - 2) Organizes the training to be offered on different trade areas of Vocational Education where by the trainees want to start business after taking training
 - 3) Facilitates and conducts short term Vocational training for the identified groups

Assistant Inspector for Vocational Education (Grade 9)

5. **Qualification:** Diploma in one of TVET fields and equivalent
6. **Experience:** 2 years
7. **General Job-descriptions**
 - 6) Assists in State inspection programmes in their areas of responsibility to ensure monitoring and evaluation of programmes and to identify areas of support needed
 - 7) Carries out performance appraisal of staff under his/her supervision
 - 8) Facilitates the state-level inspectors to build systems of inspection to be carried out
 - 9) Reports to the Senior Inspector
 - 10) Performs all the duties as may be assigned
8. **Specific roles and Responsibilities**
 - 6) Facilitates the access of working capital and working sheds for the organized and trained groups
 - 7) Follows up over all process and facilitate how to assist functional Vocational Education
 - 8) Builds the capacity of TVET trainers on how to support Vocational education
 - 9) Links the Vocational education with micro and small scale enterprise
 - 10) Performs any duty assigned

CHAPTER FIFTEEN

STRUCTURE FOR COUNTY EDUCATION OFFICE



Job Title: County Education Director – G4

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least five years serving in Education Sector

Overall job description:

- Implements procedures, policies and regulation of the SMoE at county level
- Effective and efficient management of school Curriculum and policies at county level

Specific roles & responsibilities:

- In charge of the County Education Office
- Ensures timely development of the annual work plan and operational plan for the county
- Supervises and monitors effective and efficient operation of County Education programs and activities
- Interprets State Ministry of Education policies for correct application and implementation
- Communicates and coordinates the education program activities between the County, Development Partners and the State Ministry of Education
- Participates in county strategic planning
- Authorizes expenditure and accounts for the budget of County Education office
- Co-ordinates and consolidates the County Education reporting process and submits monthly reports to the Director General at the State Ministry of Education Headquarters
- Monitors implementation of quality standards in all the schools in the County
- Evaluates performance of the staff at the County Education office using the SMoE Performance Appraisal Tool
- Reviews reports on performance of heads of Primary schools and provides feedback accordingly
- Recommends staff for courses other capacity development interventions for the County Education staff
- Advocates and lobbies for funding from donors to implement educational programs in the County
- Participates in disciplinary boards for the County Education Staff, head-teachers and teachers in the County
- Represents the County in Education Sector at the State level
- Chairs internal County Education office meetings, SMC and BOG

Job Title: Officer in Charge of Administration and Finance – G5

Academic Qualification: At least a Bachelor Degree in Administration

Experience: At least three years serving in the same field

Overall job description:

- Implements procedures, policies and regulation in the County Education Office that involves and financial and non-financial resource management
- Ensures that all financial and non-financial resources of the County are effectively and efficiently managed

Specific Roles & Responsibilities:

- In charge of the Administration and Finance Unit at the County Education Office
- Maintains human resource database records and documents
- Executes and implements decisions as directed by the County Education Director
- Reconciles assigned general ledger accounts each month
- Prepares monthly financial reports and provide assistance in interpreting financial reports to the County Education Director
- Prepares assigned yearly audit schedules
- Ensures staff discipline and that the staff adhere to HR and administrative procedures policy
- Ensures that the fixed assets' registers (Inventory) are up to date and all assets are tagged physically
- Ensures daily monitoring/supervision of staff on the job
- Checks staff register book regularly (every day, week, month, quarterly and annually) and makes necessary comments and recommendations and ensures that schedules are followed
- Undertakes any other appropriate duty assigned

Job Title: Officer in Charge of Basic Education G8

Academic Qualification: At least a Bachelor Degree in Education

Experience: At least three years serving in the same field

Overall job description:

- Responsible for providing strategic direction in developing and implementing General Education (pre-primary, formal primary and alternative learning education systems) programs in the County

- Ensures equitable quality education services to the children in the County as stipulated in the SMOE vision and mission

Specific Roles & Responsibilities:

- In charge of the Basic Education Unit at the County Education office
- Co-ordinates the selection and organizes in-service and pre-service teacher training programs at the County level
- Collaborates with Inspectors and supervisors in conducting school supervision and inspection
- Liaises with community members and Development Partners in the County to examine areas for collaboration in implementing basic education programs in the County
- Monitors, reports, reviews and evaluates Basic Education programs at the County level
- Prepares monthly reports for the County Director of Education
- Collaborates with other Inspectors at the school level
- Ensures equitable distribution of school equipment and materials in the schools
- Undertakes any other appropriate task that may be assigned

Job Title: Officer in Charge of Gender Equity and Social Change – G8

Academic Qualification: At least a Diploma in Education or a related field

Experience: At least three years serving in the same field

Overall job description:

- Responsible for implementation of Gender Equity and Social Change programs at the County level
- Promotes, advocates and implements Gender Equity and Social Change programs at the County level

Specific Roles & Responsibilities:

- In charge of the Gender Equity and Social Change Unit at the County Education office
- With instructions and guideline from the Directorate of Gender and Social Change implements the annual operation plan, based on existing policies guidelines
- Leads the preparation of monthly, quarterly, biannual and annual progress reports and submits to the County Education Director
- Advocates for the Development Partners and the Community's contribution to gender and social change
- Represents the County Education Office at meetings, workshops, seminars and conferences on Gender and Social change issues

- Co-ordinates and organizes capacity building programs for training of inspectors and supervisors at the Payam level to develop guidelines and tools for mainstreaming gender at all levels
- Advocates and participates in fundraising activities for Gender and Social Change
- Monitors, reports, reviews and evaluates of Gender and Social Change Programs at the County level
- Undertakes any other appropriate task that may be assigned

Job Title: Officer in Charge of Planning and Budgeting – G8

Academic Qualification: At least a Diploma in Education Planning & Budgeting

Experience: At least three years serving in Education Sector

Overall job description:

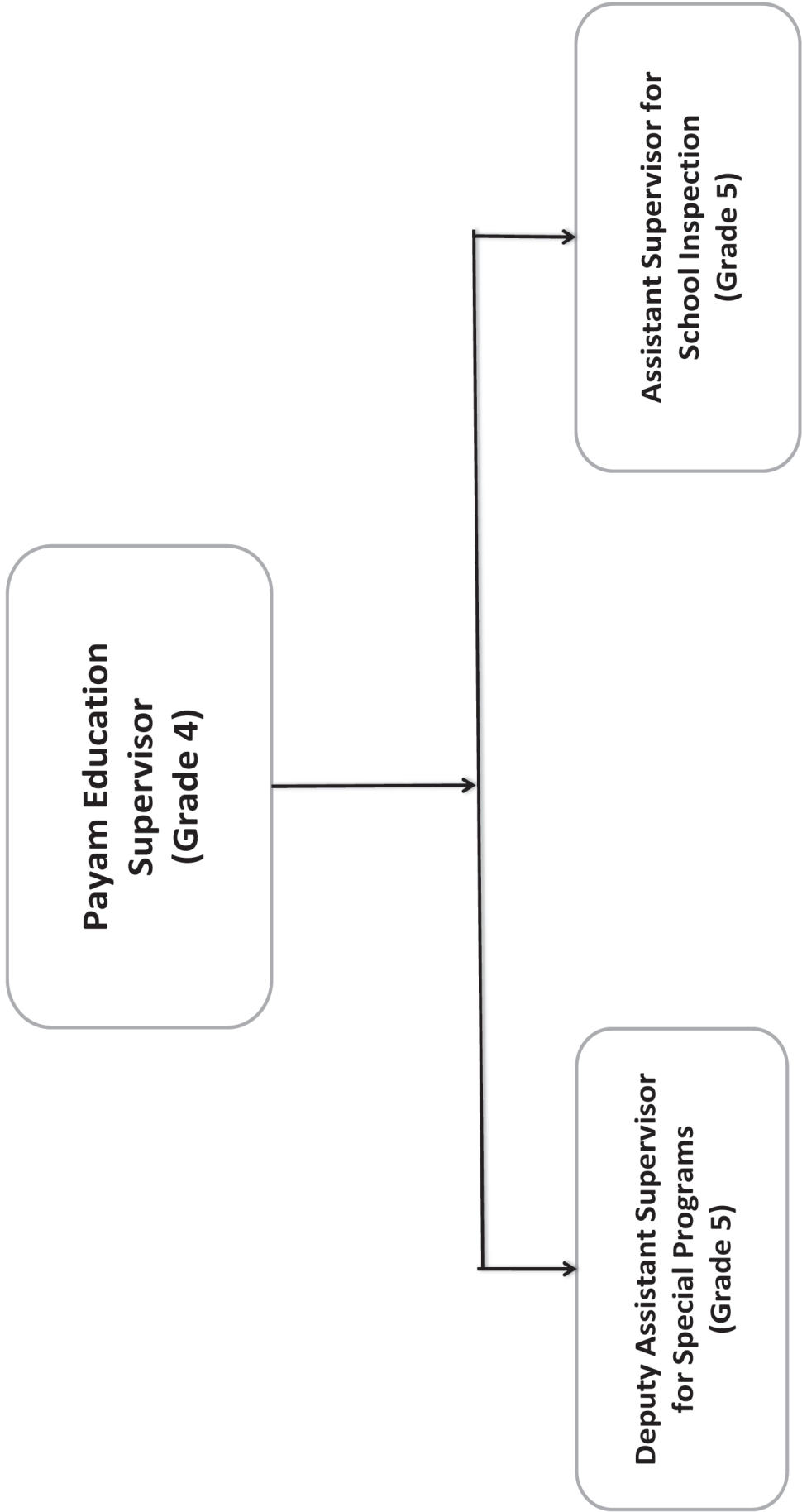
- Participates in the process of planning and budgeting, school construction, data and statistics and the school feeding program
- Supports the CEO in the development of plans

Specific Roles & Responsibilities:

- In charge of the Planning and Budgeting Unit at the County Education office
- Supervises the school feeding program
- Collaborates with the Inspectors of data and statistics to collect data for schools and pupils in the County
- Maintains database records and documentation in relation to planning and budgeting.
- Provides meeting minutes and monthly progress reports.
- Develops and updates the County database
- Assists in planning and organization of seminars and workshops
- Works with State and County inspectorate unit to collect data
- Works with the County Education Director to develop medium and long-term education sector plans for the County
- Undertakes any other appropriate assignment delegated

CHAPTER SIXTEEN

STRUCTURE FOR STATE DEPARTMENT OF PAYAM EDUCATION OFFICE



Job Title: Payam Education Supervisor: G 4

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

- Responsible for translating education policies, programs in schools in the Payam and ensures that schools meet the standard set by SMOE.
- Ensures quality education in his/her Payam through effective and sufficient supervision of schools within the Payam and proper utilization of available resources.

Specific Roles & Responsibilities:

- Manages and supervises the assistant supervisors in the Payam.
- Interprets and disseminates education policy to relevant groups/education stakeholders in the Payam.
- Supervises the quality of the environment in schools including all buildings and infrastructure and administration of schools in the Payam.
- Compiles and disseminates regular reports on the quality of educational in the Payam.
- Conducts needs assessment for the capacity building of teachers in the Payam.
- Keeps records of school performances in the Payam.
- Develops strategic plans for PTA and teachers at large in the Payam.
- Organizes regular meetings with the head teachers and other stakeholders the Payam.
- Recommends transfers and deployment of teaching and non-teaching staff in his/her Payam.
- Recommends for demotion and promotion of teachers in the schools within the Payam to the County Director and Director for General Education.
- Responsible for enforcing teachers' discipline in the Payam.
- Undertakes any other appropriate duties assigned by the County Education Director.

Job Title: Assistant Payam Supervisor for School Inspection G 5

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

- In charge of planning, coordinating and management of school inspection and supervision in the Payam.
- Ensures effective and timely implementation of school curriculum in the Payam.

Specific Roles & Responsibilities:

- Plans for school supervision in the Payam.
- Monitors and evaluates teachers' performance in the Payam.
- Carries out Primary school mapping within the Payam.
- Assesses school needs his/her Payam.
- Compiles comprehensive school inspection and supervision reports.
- Recommends training programs for teachers in his/her Payam.
- Ensures effective implementation of the education policies in the Payam.
- Advocates for equal education opportunities for all children in the Payam.
- Monitors implementation of co-curricular activities in the schools.
- Undertakes any other appropriate duties assigned by the Payam supervisor.

Job Title: Assistant Payam Supervisor for Special Programs – G 5

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

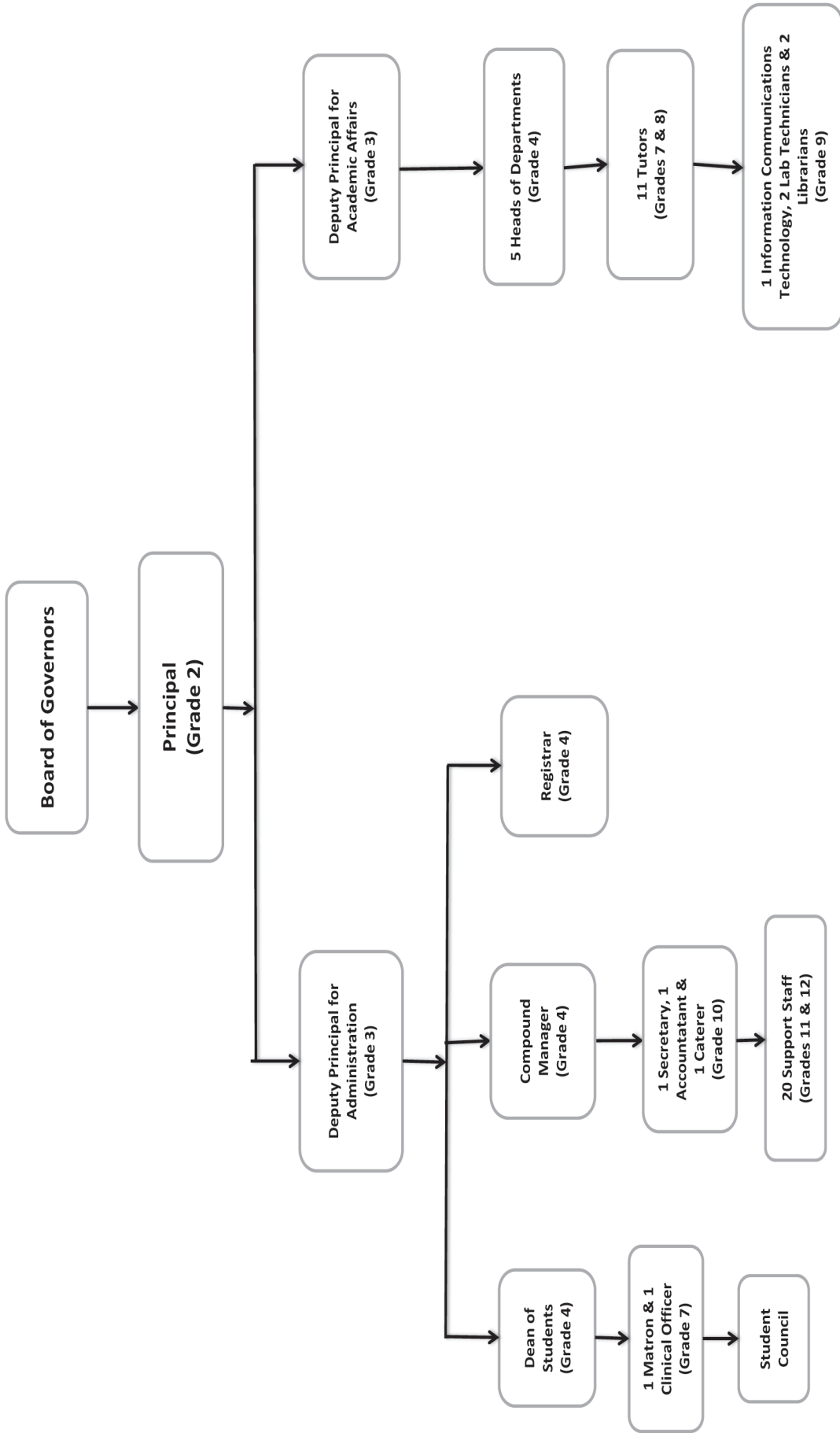
- In charge of planning, coordinating and management of special programs in the schools in the Payam (AES, SNE, HIV/AIDS, Gender issues, Peace Education).
- Ensures effective and timely implementation of special programs in the Payam schools.

Specific Roles & Responsibilities:

- Plans for inspection and supervision of special programs in the schools in Payam.
- Monitors and evaluates teachers' performance in implementation of the special programs in schools.
- Assesses school needs relating to the special programs in his/her Payam
- Compiles comprehensive reports on the implementation of special programs in the Payam.
- Recommends training programs for teachers handling special program in the Payam.
- Ensures effective implementation of special education program policies in the Payam.
- Advocates equal education opportunities for all children in the Payam.
- Undertakes any other appropriate duties assigned by the Payam supervisor.

STRUCTURE OF NTTI

STRUCTURE FOR NATIONAL TEACHERS' TRAINING INSTITUTES



Job Title: PRINCIPAL- G2

Academic Qualification: Master Degree in Education

Experience: At least Seven years serving in Education

General Job-Description:

- Overall control and Administration of all Institute activities including:-
- Supervision and he or she is charge of Finances (AIE holder)
- Keeping records of all College staff / facilities/students and their placement ,other TTIS in the city
- Presiding over staff meetings
- Serving as secretary to the Board of Governors,
- Liaison-officer between the Ministry of General Education and Instruction on staffing, students' admission, curriculum policy etc.
- He/she responsible for management and maintenance of Institution's property.
- Teaching——(minimum of 4 lessons in a week)
- Supervision of teaching and learning and the curriculum
- Maintain Educational document related to south Sudan education policies
- Plans monitors and evaluates Examinations ,Keeps tracts and recommends /deployment of staff
- Assist the inspection process and he or she is a part of the inspection team, Maintain all correspondence files
- He/she does day to day monitoring and facilitates inspection work in the institute

Job Title: DEPUTY PRINCIPAL for Administration- G3

Academic Qualification: Master Degree in Education

Experience: At least five years serving in Education

General Job-Description:

- Deputizes and performs all duties as delegated or assigned by the Principal
- Acts as the Principal in his/her absence
- Serves as chairperson of the College Disciplinary Committee. In charge of students, Teaching and Non-Teaching staff
- Investigates the serious discipline matters for reference to the Principal

- Checks on daily occurrence book and advises the Principal on any comments made by the tutors on duty
- Responsible for Non teaching staff establishment and their supervision
- in charge of leave outs for non teaching staff registers
- Draws calendar of events, duty roster and hotel bookings
- Master of ceremony of all college activities.
- Supervises the implementation of the curriculum, co-curricular activities through the Dean of Students.
- Approves schemes of work and lesson plans of tutors
- Teaching (6 lessons per week)
- Performs any other duty as delegated by the principal.

Job Title: Deputy Principal for Academic Affairs-G3

Academic Qualification: Master Degree in Education

Experience: At least five years serving in Education

General Job-Description:

- Deputizes and performs all duties as delegated or assigned by the Principal
- Acts as the Principal in his/her absence
- Supervises the implementation of Curriculum through the Heads of Departments.
- In charge of all academic issues in the Institutes.
- Chairperson to the Academic Board.
- Consults and advises the Principal on appointment of class tutors
- Ensures the preparation of schemes of work and inventory of work covered and availability of the current syllabus
- Co ordinates the work of the Learning Resources centres and IT and ensures regular stock taking in the library.
- Keep records of students on long leave.
- Supervision of all Learning and Teaching activities in the college including Staff and Students Class attendance.
- Administration of examination in liaison with the examination committee.
- Co ordinates orientation of new students.
- Advices on staff CBE

- Consults and advises the Principal on appointment of Personal Tutors
- Co-Ordinates Students on Teaching Practice in the College
- Analysis of the results of major exams and discusses the results through a committee
- Any other duties assigned by the Principal.

Job Title: Dean of Students – G4

Academic Qualification: At least a Degree in Education

Experience: At least five years serving in Education

General Job-Description:

- Teaching
- Advisor to non teaching/Support staff in charge of cleanliness and meals
- Guides Students on College rules and regulations
- Keeps a register of students on maternity leaves, sick leaves and deceased
- Advices the Deputy Principal on students' general social problems and discipline
- Maintains a record of students physical fitness to continue with students and advises on issues of health
- Serves as the Secretary to the Discipline Committee and assists the Deputy Principal in dealing with discipline.
- Takes charge of leave out of students.
- Programs and co-ordinates students trips and co-curricular with club Patrons and Administration.
- Coordinates guidance and Counselling in Collaboration with the Dean of Curriculum and Guidance & Counselling Department.
- Assists Deputy Principal as an advisor to students council meetings
- Advisor to activities committees. Arrange timetables for meetings of clubs and societies, their registration, management and appointment of Patrons.
- In charge of general welfare of students boarding, accommodation, catering, health, entertainment and conduct.
- Maintains Minutes for Boarding Committee meetings
- Maintains Boarding records
- Consults and advises the Principal on appointment of House Deans.
- Organizes students' Council elections.
- Authorize all Students' meeting.

- Any other duties assigned by the Principal.

NB: The Dean of Students office is operational 24 hours a day throughout the week.

Job Title: Head of Departments- G4

Academic Qualification: At least a Degree in Education

Experience: At least five years serving in Education

General Job-Description:

- Takes overall charge of Departmental matters
- Chairman to Departmental meetings(at least 3 meeting in a term)
- Coordinates meetings on Curriculum review with regards to methodology, change of content and inclusion of new discoveries.
- Supervises the pace at which the subject tutors cover the Curriculum by checking on the record of work covered by the tutors.
- Coordinates preparation of schemes of work for the subjects within the term and keeps a copy of the work covered by the tutors.
- Keeps an inventory of class textbooks and permanent equipments under the custody of the department.
- Coordinates and approves requisition for equipment and books within the department.
- Consults with colleagues and submits allocation of teaching periods within the department.
- Advices on staff requirements.
- Inducts new staff into the department.
- Coordinates research activities related to the department.
- Prepares department annual reports.
- Checks on student's evaluation by subjects' teacher.
- Sees to the setting, moderation of exams and analyses the results.
- Keeps record of marks of student's performance in the department.
- He/she should create a conducive and good working environment in the department.
- Recommends the leave of absence for teachers and supervises the teaching of classes.
- Teaches the subject of his/her specialty.
- Must be a role model to the rest of the department staff in punctuality and commitment to duty.
- Ensures that the examination has been moderated (setting & marking of exams).

NB: Head of department is on duty all the time.

Job Title: Tutor –G7 & 8

Academic Qualification: At least a Degree in Education

Experience: At least three years serving in Education

General Job-Description:

- Sees that class Secretary keeps an inventory of classroom equipment. Checks with the class secretary at the beginning and end of term.
- Handles class misunderstanding and refers the most serious ones to the Deputy Principal through the Dean of Curriculum.
- Encourages students' participation in all College participatory activities.
- Checks on class cleanliness on daily basis.
- Issues out any availability and relevant materials to the class provided by the college.
- Coordinates Personal tutors of his/her class to compile character assessment of his /her class students.
- Keeps a record of examinations and term marks and CATS.
- Deals initially with requests by students to sit missed examinations.
- General supervision of special studies including initial approved course outline of topics.
- Organizes class meetings on weekly basis and meets them at least once a month.
- Coordinates The evaluation of Curriculum through the Deans of Students and Curriculum's offices.
- Clearing students.
- Checking class
- Registers weekly.
- Teaches.

Specific roles & responsibilities

- Entirely responsible for the day to day administration of the college.
- Must attend and Supervise the attendance of college by students particularly morning assemblies, lectures, evening studies, meals and other college activities and ensure punctuality.
- Supervises and maintains good standard of cleanliness including inspection of all the buildings and grounds in the college, litter collection etc.
- Should be available throughout the day or week for any emergency cases (especially in the Tutors on duty office).

- Submit leave out forms and any names of absences on daily basis.
- Coordinate weekend roll calls, opening and closing assemblies.
- Duties will be on daily basis. Should be available in the Tutors on duty's office for consultation.
- The Tutor on duty on Saturday inspects dormitories, classrooms and compounds at 10.30 a.m. assisted by councilors on duty and the Executives.
- On Monday morning assembly, the outgoing tutor on duty reads a summary report / notes marks to the students.
- Records daily happenings and on Monday hands over the tools of operation i.e. keys, duty, book, torch etc to the Deputy Principal after the assembly.
- Must attend the morning assemblies and record the announcements which are handed over to the Deputy Principal along with other records.
- Authorizes student's short-leave of absence and therefore should be within reach to the students throughout the day (in the Tutors on duty's office).

NB Tutor on duty 24 hours a week's service. Absence is only by arrangements.

Job Title: Compound Manager-G4

Academic Qualification: At least a Degree in Education

Experience: At least five years serving in Education

General Job-Description:

- He/She guides students on how they can share duties and maintain high standards of cleanliness in and around their hostels
- Offers any necessary advise to the house leader and students in the house in connection with administration, cleanliness and participation in and any other co curricular activities
- Helps and assists in maintenance of discipline in his/her dormitory
- Inspects the hostel regularly and advices the Principal through the Dean of students about general repairs, emergencies and security of students.
- Will be responsible for assessment of facilities/ keeps inventories and reports damages regularly to the Deputy Principal
- Coordinates inter house activities
- Keeps records of members of the house.
- Organizes for call of house
- Members of students boarding committee
- He / She has to attend the disciplinary committee on behalf of a member of a hostel
- Chairs house meetings as needs dictate and makes copies of minutes to the Principal, Deputy Principal and dean of Students.

Job Title: Registrar –G4

Academic Qualification: At least a Degree in Education

Experience: At least five years serving in Education

General Job-Description:

- Is a member of the College programs planning committee
- Organizes and coordinating activities for all clubs & societies
- Prepares proposed program for outings for students in all clubs/societies for the college programs planning committee.
- Liaises with the Principal through Dean of students' office for the funding of the clubs and societies.
- In charge – of new student registration and students personal files
- Keeps a register of deserters
- Keeps a record of re-admission cases
- Keeps a record of students on long leave
- Assisting the deputy Principal to identify bonafide students during registration

Job Title: Patrons to the Clubs and Societies- G7

Academic Qualification: At least a Degree in Education

Experience: At least five years serving in Education

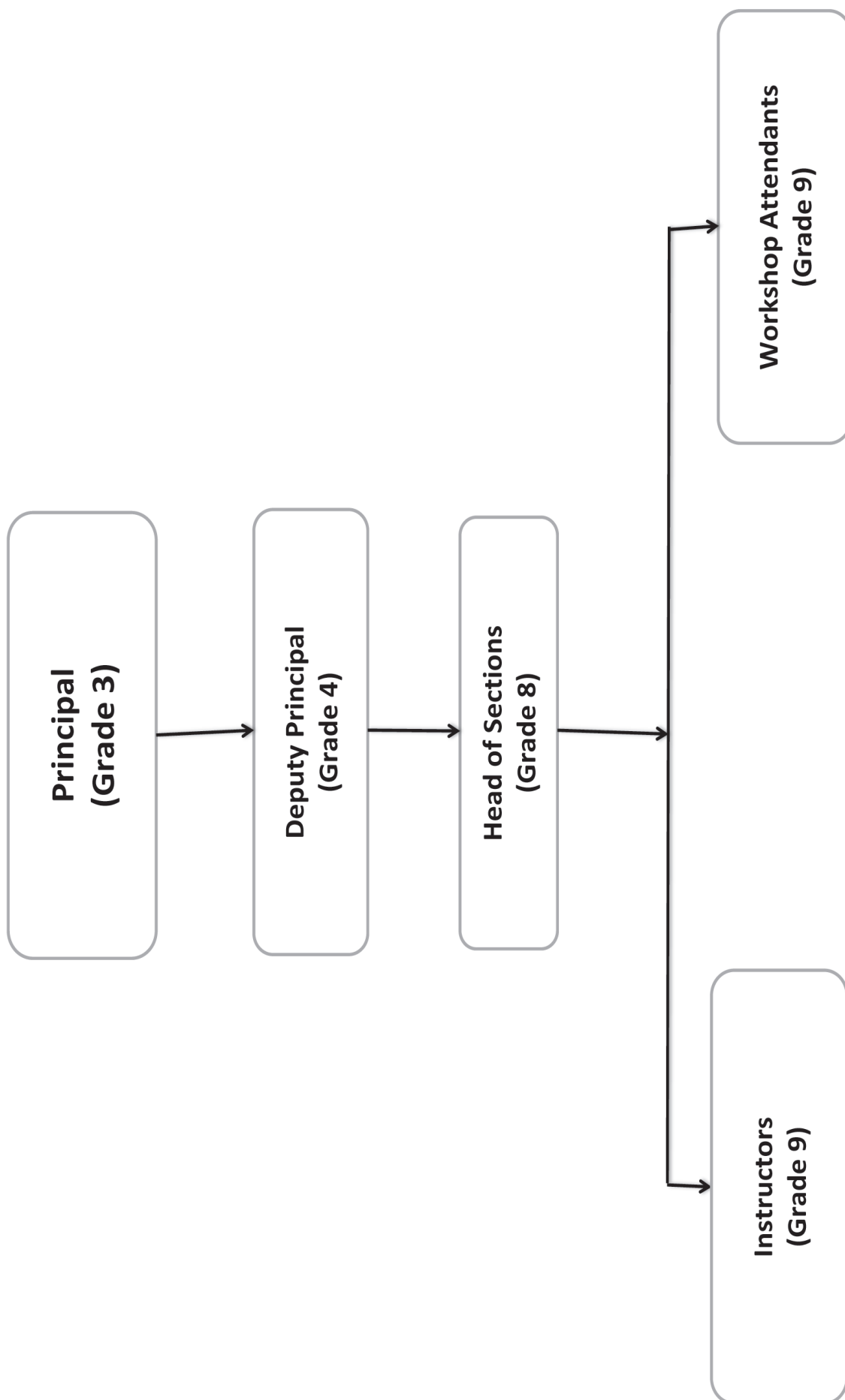
General Job-Description:

- Organizing and coordinating activities for their clubs/societies
- Recommends outings for students in their clubs/societies
- Liaises with the Principal through Dean of students' office for the funding of the clubs and societies.
- Accompany their clubs/societies while going for outings.

Specific Roles & responsibilities:

- Collects data concerning students' social and academic background.
- Builds up rapport with the students in order for the students to feel secure in giving information that leads to assisting him/her
- Discussing with the students topics of interest with view of getting to know about what he/she likes or hates to do
- Uses collected information to encourage a student to improve on his/her weakness and strength noted in his/her academic achievement and social behavior.
- Should a student to be involved in a discipline case, the personal tutor should attend such meetings to give background information about the student
- Personal tutor should keep a record of a personal student's behavior, academic performance and participation in curricular activities. At the end of the course the personal tutor uses the information to write a leaving certificate.
- Guides and counsels

STRUCTURE FOR VOCATIONAL / TECHNICAL CENTRE



Job Title: Principal VTC - G3

Academic Qualification: At least a Diploma in education.

Experience: At least five years serving in the same field.

Overall job description:

- Provides leadership and direction in order to ensure quality and effective implementation of Technical/Vocational Programs at VTC level.
- Under the direction of the Director for General Education provides strategic direction in developing and implementation of General Education programs in relation vocational and technical education.

Specific Roles & Responsibilities:

- Prepares and develops the annual and operational work plans and budget of the training college/centre/institute.
- Ensures that all aspects of the training are managed effectively and efficiently.
- Ensures proper management of the Institute's resources.
- Compiles the college's reports and submits them to the Director of General Education.
- Works towards maintaining of academic and professional development of the standards of the students.
- Facilitates the selection and enrolment of the trainees at the centres/College.
- Supervises the day to day activities of the college staff and trainees.
- Is the accounting officer of the college and secretary of the Board of Governors (BoG).
- Undertakes any other appropriate duties assigned by the Director for General Education.

Job Title: Deputy Principal – G4

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

- Assists the Principal in providing leadership and direction in order to ensure quality and effective implementation of Technical/Vocational Programs in the VTC.
- Assists the Principal in discharging the management roles of the VTC.

Specific Roles & Responsibilities:

- Deputizes for the Principal.
- Chair the disciplinary committee meetings.

- Draws up the college timetable and duty roster.
- Assists the Principal in preparing and developing the annual and operational work plans and budget of the training college/centre/institute.
- In charge of day today running of the college.
- Responsible for the discipline of the college staff and trainees.
- Responsible for the management of the college assets and resources.
- Collects and compiles termly reports from other heads of unit.
- In charge of centre/college records, inventories and stores.
- Undertakes any other appropriate duty assigned by the College Principal.

Job Title: Head of Section – G8

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

- Is responsible for planning, implementation and supervision of his/her section.
- Ensures implementation of the planned activities of the particular section in an efficient and effective manner.

Specific Roles & Responsibilities:

- Prepares teaching syllabus for the subjects under his /her section.
- Prepares and develops an annual and operational work plans and budget for the section.
- Ensures safe, maintenance, effective utilization and storage of all tools and equipment of the section.
- Assesses and recommends the purchase of suitable tools and equipment for the section.
- Represents the section in any Institute forums.
- Compiles reports of the section activities.
- Keeps the section records.
- Undertakes any other appropriate duties assigned by Deputy Principal or the Principal.

Job Title: Instructor

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

- Plans and instructs trainees on a particular subject assigned to him/her in accordance with the set curriculum and syllabus.
- Ensures effective teaching and implementation of the curriculum.

Specific Roles & Responsibilities:

- Prepares and develops sufficient instructional materials and tools for the section.
- Provides instruction on given trade or skills.
- Ensures effective utilization of tools, materials and equipment in the section.
- Assesses and recommends the purchase of suitable tools and equipment for the section.
- Ensures full implementation of the curriculum and the syllabus.
- Regularly assesses and keeps the progress records of the trainees.
- Undertakes any other duties assigned to by Deputy Principal or Head of Section.

Job Title: Workshop Attendant

Academic Qualification: At least a certificate in education.

Experience: At least three years serving in the same field.

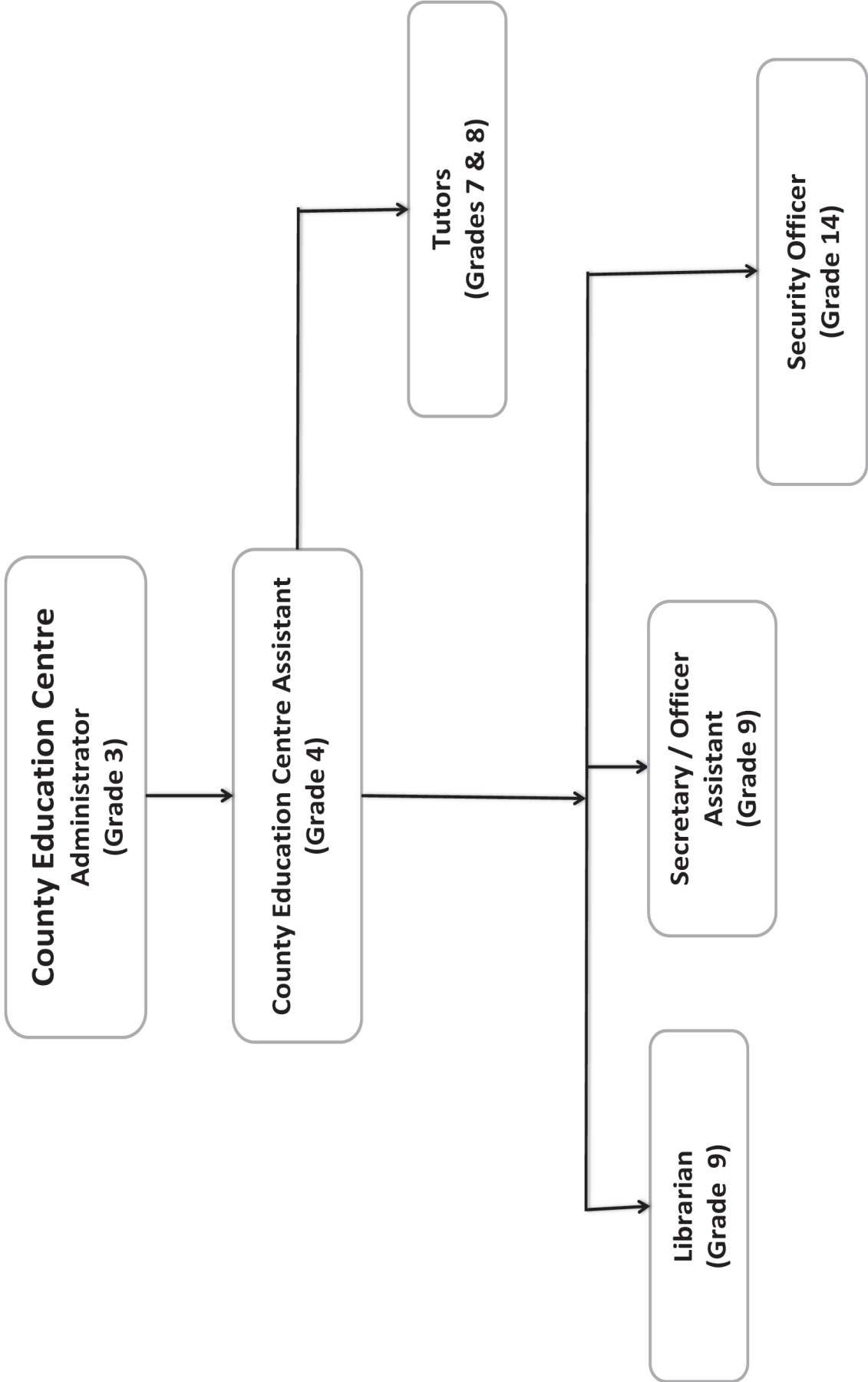
Overall job description:

- In charge of maintaining tidy workshop environment, tools, materials, and equipment.
- Provide support to the trainees in the use of the available facilities, tools equipment and materials.

Specific Roles & Responsibilities:

- Ensures the proper storage of tools, materials, and equipment.
- Informs the instructors of any damage of the materials, equipment and tools.
- Recommends purchase of materials.
- Keeps records of equipment and tools of the workshop.
- Undertakes any other appropriate duties assigned by the head of section or the instructors.

STRUCTURE FOR COUNTY EDUCATION CENTRE



Job Title: Administrator CEC-G3

Academic Qualification: At least Bachelor Degree in Teacher Education

Experience: At least five years extensive experience in managing teacher education and development programs or institutions/colleges

General roles & responsibilities

- Leadership of County Education Centre
- Effective implementation of teachers and other stakeholders' capacity development / in-service teacher training programs.

Specific detailed roles & responsibilities

- Leads and develops the management team and staff
- Develops strong and purposeful working relationships with the State and BOG, whose role it is to agree the educational character and strategic priorities of the Centre
- Implements these policies and to provide leadership to CEC staff, ensuring that they share and reflect the Center's mission, values and aspirations.
- Ensures all aspects of the Training center are managed effectively and efficiently
- Influences the strategic agenda to ensure that the center is recognized as a major partner in the community in which the center is instituted
- Guides the team in devising a strategic plan which meets the Centre's developmental objectives and implementation of in-service teacher training and educational development activities in the Centre
- Develops a culture of continuous improvement as the Centre's principal role to ensure that student teachers are at the Centre of the work
- Supports strategies to improve student teachers' retention rates
- Leads staff in the planning of all teacher education and training activities in the County
- Facilitates the selection and enrolment of teacher trainees at the center
- Supervises the day to day activities of the Center staff in the Centre
- Responsible for CEC finances and is the accounting officer.

Job Title: Assistant Administrator CEC-G4

Academic Qualification: At least Bachelor Degree in Teacher Education

Experience: At least three years extensive experience in managing teacher education and development programs or institutions/colleges

General roles & responsibilities

- Assists The CEC Administrator in leadership of the CEC
- Assists the Administrator in leading, inspiring and developing the management team and staff, maintaining at all times that ethos of partnership and shared decision making which will be fundamental to the Center's success

Specific detailed roles & responsibilities:

- In charge of day to day running on the Training Centre
- Responsible for the discipline of staff and the student body in the Centre

- Provides strong academic support to the student teachers in the Centre
- Assists the administrator in the development of strategic planning
- Responsible for managing Centre assets
- Leads in the planning of school practice and supervision of student teachers
- Compiles and reports the activities of the heads of departments
- Assists in the development of a culture of continuous improvement
- Supports in the planning of all teacher education and training activities in the County
- In charge of Centre records
- Undertakes any other appropriate duties assigned by the Centre Administrator.

Job Title: Administrator Centre Tutor-G4

Academic Qualification: At least Diploma in Teacher Education

Experience: At least five years extensive experience in managing teacher education and development programs or institutions/colleges

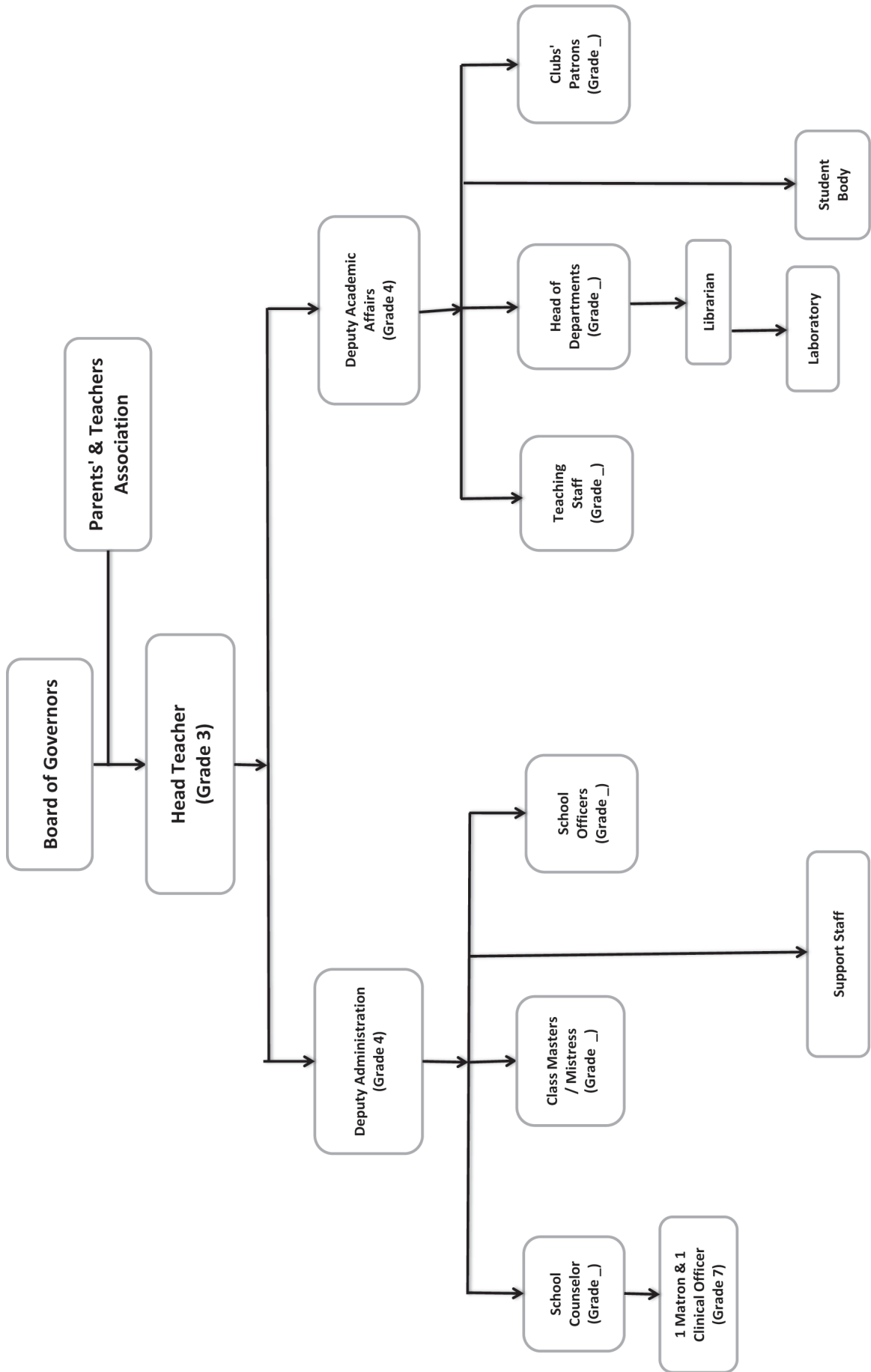
General roles & responsibilities

- Responsible for conducting, overseeing training activities, and providing academic support to trainees at the Centre
- Responsible for the delivery of training programs in the CEC and provides academic and professional support to the trainees

Specific detailed roles & responsibilities

- Delivers training programs
- Follows up trainees in their communities
- Provides carrier guidance to trainees
- Supervises trainees during school practice
- Participates in evaluating trainee's academic and professional development
- Plans and prepares all learning instructional materials and conducts tutorials and day to day teaching in the Centre
- Maintains documentation of all training activities assigned
- Undertakes any other appropriate duties as assigned by the Assistant or the Center Administrator.

STRUCTURE OF SECONDARY SCHOOLS



Job Title: Head Teacher Secondary – G3

Academic Qualification: At least a Diploma in education.

Experience: At least five years serving in the same field.

Overall description:

- Is in charge of the implementation of government Education policies and objectives at the school level.
- Ensures quality of teaching and learning.

Specific Roles & Responsibilities:

- Provides leadership, management and vision for the school.
- Responsible for implementation of the curriculum and the government education policies.
- Develops, implements, monitors and evaluates school development / improvement plan.
- Reports promptly to the Director of General Education and copies relevant education officers.
- Responsible for admission of students & minutes taking during BOG/PTA meetings.
- Controls the school discipline through the enforcement of the teacher's professional code of conduct and other relevant education policies.
- Where appropriate excludes, suspends or even expels a student from attendance at the school and shall immediately reports exclusions to the BOG and to the relevant education authorities at the higher levels whose decision shall be final.
- Promotes good relationships with the parents and the community the school serves.
- Develops and implements procedures for parental and community involvement in the school activities and promote co-operation between the school and the community.
- Supervises and directs teachers and support staff assigned or rendering services to the school including volunteers.
- Annually appraises the teaching and support staff.
- Ensures cultural heritage, traditions and practices are included in school activities.
- The school conducted general assembly, hoists the school, state or the county and South Sudanese flag.
- Undertakes any other appropriate duties assigned by the Deputy Director of General Education.

Job Title: Deputy Head Teacher for Administration and Finance – G4

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

- The second highest officer in the school and directly responsible for the supervision of the staff and the students.
- Ensure the effective implementation of school approved plans and activities.

Specific Roles & Responsibilities:

- Deputizes for and assists the head teacher in the following:
- Responsible for discipline (staff and students).
- In charge of support staff.
- In charge of school functions.
- In charge of the proper maintenance of school facilities and stores.
- In charge of school finances, signatory to school accounts.
- Minutes secretary in staff meetings and files the records.
- Collects reports from all the units in the school for preparation of the overall school report.
- Appoint class teachers.
- Prepares and follows up on requisitions.
- Responsible for internal day today administration of the school in coordination with the head teacher.
- Implement approved school projects.
- Supervises the work of students' leadership, class teachers, heads of departments, teachers on duty, clubs patrons, support staff and or any other volunteers assigned to work in the school for a specified period of time.
- Undertakes any other appropriate duty assigned by the head teacher.

Job Title: Deputy Head Teacher for Academic Affairs – G4

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

- Responsible for school academic affairs.
- Ensures excellent academic performance.

Specific Roles Responsibilities:

- Deputizes and assists the head teacher in the following areas:
- Develops the school teaching syllabus.
- Responsible for assessment of teaching and learning in the school.
- Issues certificates/testimonials to students.
- Allots teaching loads to teachers.
- Prepares master timetable of the school.
- Supervises overall teaching and learning in the school.
- Chairs the Head of Departments Academic meetings.
- Checks and approves teachers' schemes of work.
- Undertakes any other appropriate duties signed by the head teacher.
- Organizes and plans for examinations.
- Guides students in their choice of subjects.

Job Title: Classroom Teacher

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

- A teacher without officially assigned administrative responsibility who may only act as per his/her professional obligations when and where the needs arise and when on routine duty.
- Prepares, teaches and manages classroom activities while in class and outside the class.

Specific Roles & Responsibilities:

- Prepares schemes of work and lesson plans.
- Teaches in the class according to the timetable.
- Assess and evaluate students regularly.
- Keeps record of performance of students in the subjects they teach.
- Keeps students statistics.
- Responsible in the class during /while conducting lessons in the class.

- Plans remedial lessons.
- Provide guidance and counselling.
- Solves problems in the class or forward them to the class teacher.
- Attends meetings of teachers of that subject.
- Knows students by name.
- Undertakes any other appropriate duties assigned by the school administration.

Job Title: Librarian

Academic Qualification: Certificate in Library

Experience: At least three years serving in a library

Overall job description:

- Overall manager of the library

Specific roles & responsibilities:

- Keeps records of all books in the library
- Monitor students in the library
- Trains and guides library monitors
- Carries out stock of books in the library
- Ensures that books are in good conditions
- Repairs all torn or worn out books
- Ensures that the library is free of leakages from rain water
- Informs the head teacher/School administration on the need for books
- Advices the administration on the books to be exposed
- Advice the administration on the types of the books to be procured/ bought
- Answerable to the deputy Director for academic affairs

Job Title: Laboratory technician

Academic Qualification: Diploma in education science

Experience: At least three years serving as a laboratory technician.

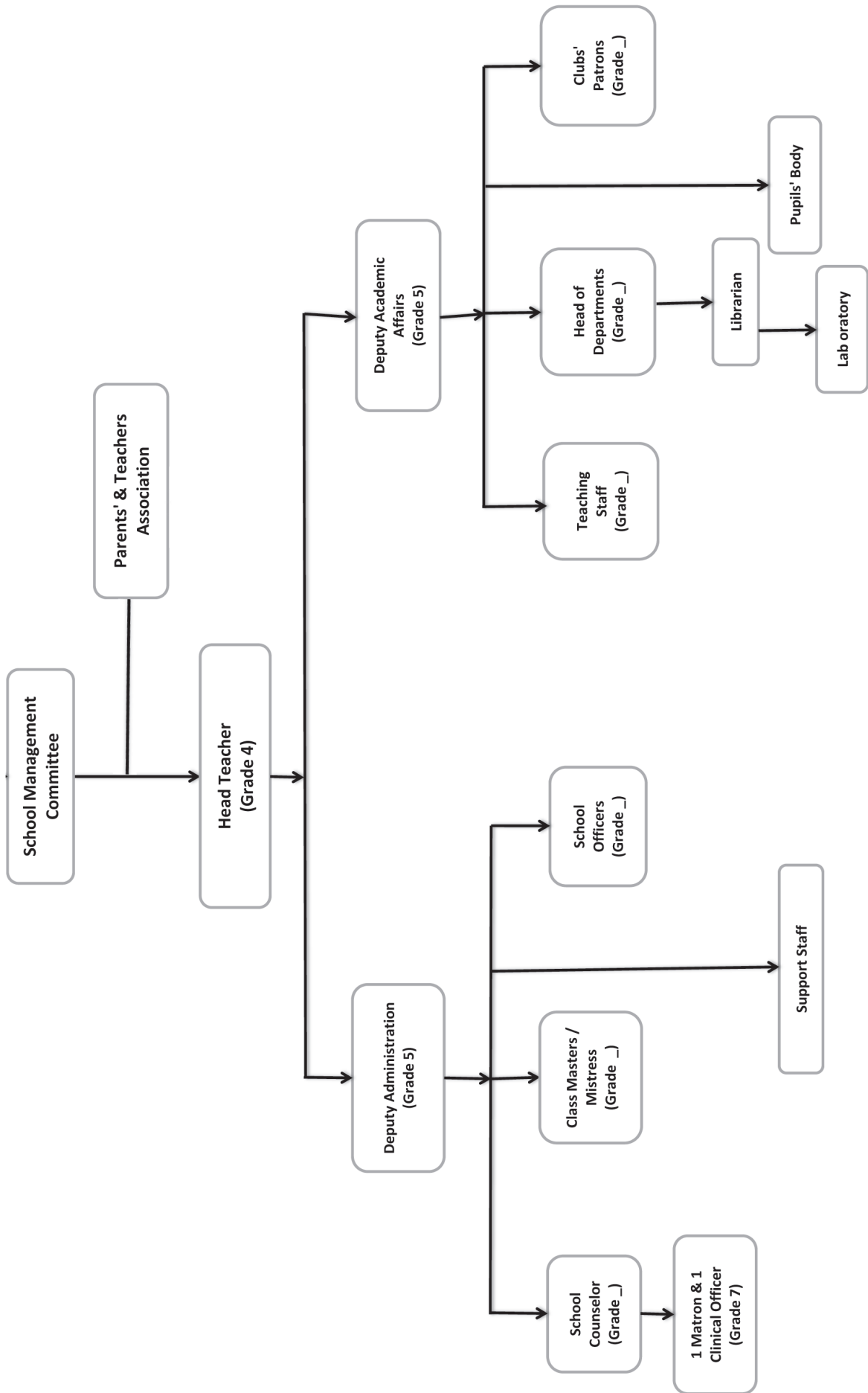
Overall job description:

- Overall manager of the laboratory

Specific roles & responsibilities:

- Keeps records of all laboratory equipment and chemicals
- Monitor activities in the laboratory
- Guides teachers and learners in the laboratory
- Carries out stock of equipment and chemicals in the laboratory
- Ensures that laboratory equipment and chemicals are in are in good conditions
- Ensures that the laboratory is free from leakages of rain water
- Informs the head teacher/School administration on the need for laboratory equipment and chemicals
- Reports to the administration cases of damages on laboratory equipment and chemicals
- Advice the administration on the types laboratory equipment and chemicals to be procured
- Answerable to the head of science department

STRUCTURE OF PRIMARY SCHOOL



Job Title: Head Teacher Primary– G4

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

- The highest officer in the School is in charge of the implementation of government Education policies and objectives at the school level.
- He/she is the highest officer in the School.
- Is in charge of the implementation of government Education policies and objectives at the school level.
- Responsible for all matters pertaining to the smooth running of the school.

Specific Roles & Responsibilities:

- School development planning.
- Management of the Curriculum.
- Management of People & Resources.
- Stewardship of the school & Teaching.
- Secretary to the School Management Committee (SMC) and Parent Teachers Association (PTA).
- Working with teacher union.
- Manages the school resources.
- Promotes good relationships with the parents and the community the school serves.
- Develops and implements procedures for parental and community involvement in the school activities and promote co-operation between the school and the community.
- Supervises and directs teachers and support staff assigned or rendering services to the school including volunteers.
- Observes, monitors and evaluates the quality of teaching and learning
- Annually appraises the teaching and support staff.
- Ensures cultural heritage, traditions and practices are included in school activities.
- Undertakes any additional appropriate duties delegated by the County Education Director / Payam Education Supervisor.

Job Title: Deputy Head teacher – G5

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

Specific Roles & Responsibilities:

- In addition to teaching responsibility, the following duties may be delegated to the deputy head teacher.
- Managing school stores.
- Discipline of pupils.
- Taking minutes during staff meetings.
- Maintain class registers.
- Supervising internal examinations and subject panels.
- Coordinating school timetable.
- Keeping professional records.
- In-charge of support staff.
- Deputizing for the Headteachers when necessary.
- Other duties assigned by the Head teacher.

Job Title: Classroom Teacher

Academic Qualification: At least a Diploma in education.

Experience: At least three years serving in the same field.

Overall job description:

- A teacher without officially assigned administrative responsibility who may only act as per his/her professional obligations when and where the needs arise and when on routine duty.
- Prepares, teaches and manages classroom activities while in class and outside the class.

Specific Roles & Responsibilities:

- Prepares schemes of work and lesson plans.
- Prepares teaching/learning aids.
- Teaches in the class according to the timetable.
- Assess and evaluate students regularly.

- Keeps record of performance of students in the subjects they teach.
- Keeps students statistics.
- Responsible in the class during /while conducting lessons in the class.
- Plans remedial lessons.
- Provide guidance and counselling.
- Organizes co-curricular activities.
- Maintains discipline.
- Attends to other duties pertaining to the welfare of the pupils.
- Solves problems in the class or forward them to the class teacher.
- Attends meetings of teachers of that subject.
- Knows students by name.
- In addition, s/he is responsible for the moral, mental, intellectual and physical development of the pupils.
- Undertakes any other appropriate duties assigned by the school administration.

Job Title: Librarian

Academic Qualification: Certificate in Library

Experience: At least three years serving in a library

Overall job description:

- Overall manager of the library

Specific roles & responsibilities:

- Keeps records of all books in the library
- Monitor students in the library
- Trains and guides library monitors
- Carries out stock of books in the library
- Ensures that books are in good conditions
- Repairs all torn or worn out books
- Ensures that the library is free of leakages from rain water
- Informs the head teacher/School administration on the need for books

- Advices the administration on the books to be exposed
- Advice the administration on the types of the books to be procured/ bought
- Answerable to the deputy Director for academic affairs

Job Title: Laboratory technician

Academic Qualification: Diploma in education science

Experience: At least three years serving as a laboratory technician.

Overall job description:

- Overall manager of the laboratory

Specific roles & responsibilities:

- Keeps records of all laboratory equipment and chemicals
- Monitor activities in the laboratory
- Guides teachers and learners in the laboratory
- Carries out stock of equipment and chemicals in the laboratory
- Ensures that laboratory equipment and chemicals are in are in good conditions
- Ensures that the laboratory is free from leakages of rain water
- Informs the head teacher/School administration on the need for laboratory equipment and chemicals
- Reports to the administration cases of damages on laboratory equipment and chemicals
- Advice the administration on the types laboratory equipment and chemicals to be procured
- Answerable to the head of science department

Job Title: Head teacher of Pre-primary school.

Academic Qualification: At least Certificate of training or its equivalent in ECDE from recognized Institute.

Experience: At least five (5) years serving in the same field.

Overall Job description:

- 1 Is in charge of implementation of government Education policies and objectives on ECDE at Pre-primary school level.
- 1 Ensure quality of teaching and learning.

Specific Roles and responsibilities.

- 1 Provides leadership, management and vision for the school.
- 1 Responsible for the implantation of the curriculum and the government education policies on ECDE.
- 1 Develops, implements,monitors and evaluates school development/improvement plan.
- 1 Admission of children in Early Childhood Development and Education Centre
- 1 Administrator of ECDE Centre and to the surrounding communities
- 1 Collects school funds and other resources required by the teachers and children
- 1 Paying the teachers' salaries
- 1 Compiling and submitting statistics in the ECDE Centre to the relevant authorities
- 1 Super vision and supporting the ECDE teachers in terms of punctuality, absenteeism, preparation of daily programme activities
- 1 Planning for Centre management development and implementing decisions taken by parents and school committees
- 1 Allocating duties to the teachers and support staff
- 1 Secretary to ECDE Centre committee

Deputy Head teacher

Overall Job description:.

- 1 The second highest officer in the school and directly responsible for the supervision of the staff.
- 1 Ensure the effective implementation of school approved plans and activities.

Specific Roles and Responsibilities.

- 1 Deputies and assist the head teacher.
- 1 Arrange the syllabus into sequential teachable topics.
- 1 Responsible for the staff discipline.
- 1 In charge of support.
- 1 In charge of school finances, signatory to school accounts.
- 1 Minutes secretary in staff meetings and files the records.
- 1 Prepares and follow up requisitions.
- 1 Answerable to the head teachers.

School officer.**Overall Job description.**

The third highest officer in the school and directly responsible for daily affairs of the Learners.

Ensure the proper handling of schools learning and teaching materials.

Specific Roles and Responsibilities.

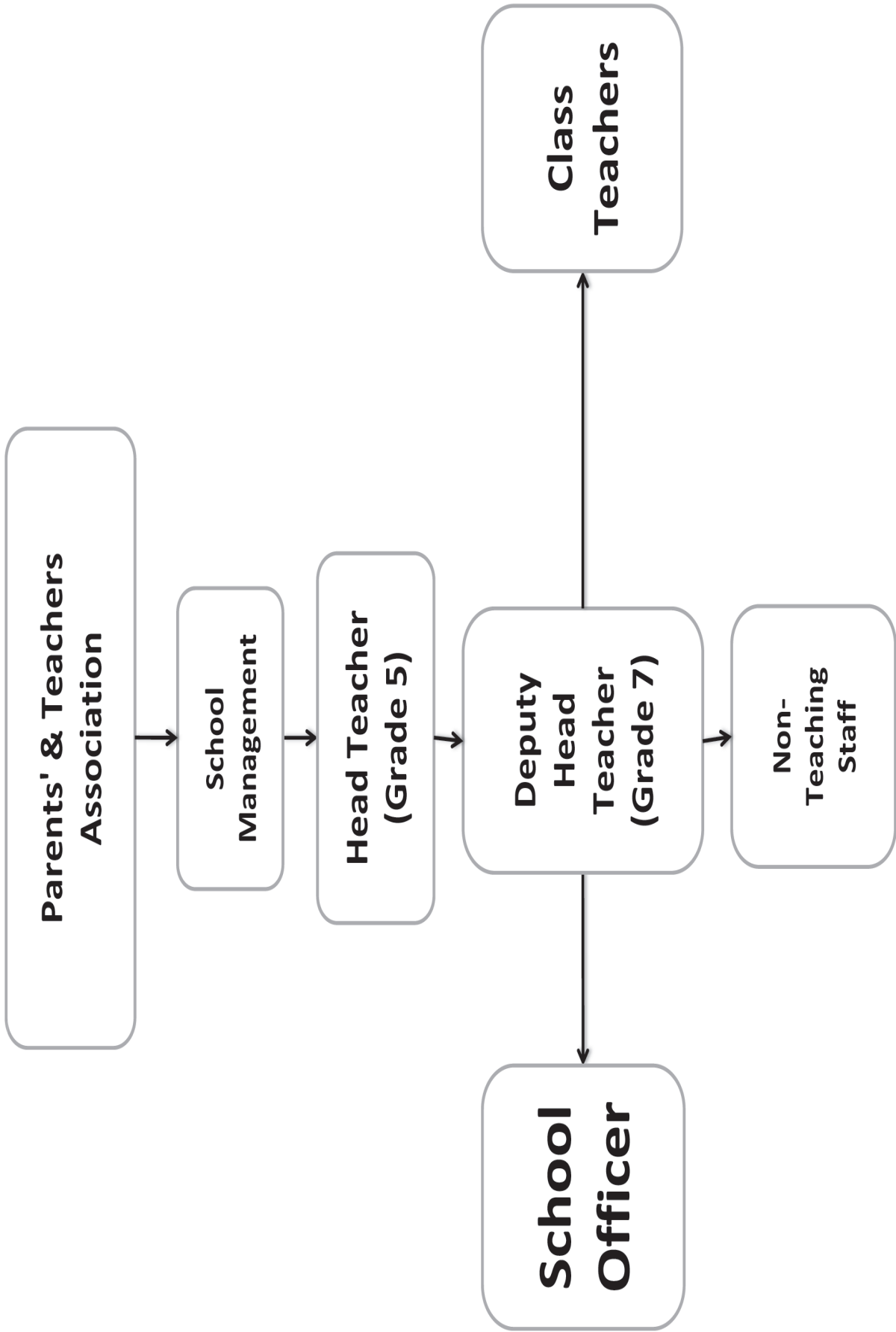
- 1 Assist the Deputy Head teachers.
- 1 Collect the daily learners, statistical data.
- 1 Responsible for daily affairs of the learners.
- 1 Keeps the school's store
- 1 Answerable to the Deputy head teacher.

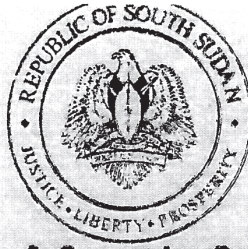
Roles and Responsibilities.**Pre-Primary school teacher**

The Preschool teacher is one of the chief care givers only second to the parents. He /she is therefore expected to be fully committed to ensuring holistic development of the young learners. The teacher will need to create a child friendly and rich learning environment that enables learners to explore and experiment. He/she also needs to:

- 1 Provide learners with stimulating activities to arouse their discovery and observation skills.
- 1 Develop and use relevant locally available materials in teaching and learning processes.
- 1 Assess and record learners' progress
- 1 Identify learners with special needs
- 1 Ensure learners' safety and comfort
- 1 Be sensitive to the learners' health and nutrition and liaise with the health unit to provide health services such as immunization
- 1 Supervise and assist learners during meal times and toileting
- 1 Organize and provide time for recreation
- 1 Prepare learners for smooth transition to primary school
- 1 Use the recommended language of instruction ie language of the catchment area
- 1 Use child-centered methods of teaching
- 1 Give equal and individual learning opportunities to ALL learners

STRUCTURE FOR PRE-PRIMARY SCHOOLS





Republic of South Sudan (RSS)
Ministry of Cabinet Affairs

Ref: RSS/MCA/SG/J/1.4-43-6

Date: 7/8/2015

**COUNCIL OF MINISTERS
REPUBLIC OF SOUTH SUDAN
JUBA**

Resolution No.145/2015.

**Subject: Structures, Duties, Functions Mandates of General and
High Education Sectors.**

After deliberating on the submission made by Minister of Education, Science and Technology on the above subject,

The Council of Ministers in its Regular Meeting No. 20/2015 held on Friday, 24th July 2015, resolves to approve the Structures, Duties, Functions and Mandates of both the General and Higher Education Sectors as proposed and presented by the Minister of Education, Science and Technology vide his memo No. RSS/MoEST/MO/J/1/4 dated 5th June 2015.

All RSS Ministries shall take note of this resolution.

AAWhial

**Abdon Agaw Jok Nhial
Secretary General
Government of South Sudan
Juba.**

