



TWO POSTS: HEAD TEACHER AND SENIOR FINANCE MANAGER FOR IBBA GIRLS BOARDING SCHOOL (IGBS), WESTERN EQUATORIA STATE, SOUTH SUDAN

The Challenge and the Opportunity of a Lifetime: “Educate young women and they will heal and lead the community and the nation”

The IGBS trustees are looking for a fully qualified, committed, experienced, inspired and inspiring Head Teacher to lead and manage Ibba Girls Boarding School (IGBS) forward into its next stage of development. We are also recruiting a second post to the senior management team; a professionally qualified finance manager. See further details of both posts, with application forms, below.

This pioneering girls’ boarding school in Western Equatoria State was set up in 2014 to provide high quality academic and vocational education for 360 primary (P4-P8) and secondary girls (S1-4) from all counties of Western Equatoria State.

IGBS has an attractive 100-acre residential campus, with high quality buildings and facilities for all students and staff, and solar powered water, electricity, and internet. Further details, with photos and news about the school, are at www.friendsofibba.org.

Post 1: Head Teacher

Applicants must have a Degree or Diploma in Secondary Education, with experience of leading and managing a large school.

Post 2: Senior Finance and Business Manager

IGBS Trustees also wish to recruit a professionally qualified senior finance manager, to provide reliable independent accounts to the IGBS Trustees, Headteacher, and all donors, nationally and internationally.

Further particulars for each post below.

Good salary, contract and working conditions on offer

Application and Selection Process

Application forms (see below) to be submitted with CV and 3 referees, by **Friday October 8**.

CV and application form must be submitted to applications@ibbagirlsschool.org.

Applicants who are short-listed for interview will be asked to submit answers to some additional questions in **mid-October**, before attending the interviews in Ibba in late October.



Interviews for both posts will take place in Ibba on **Oct 20, 21 and 22** (and/or by WhatsApp by previous agreement).

Job Start Date: As soon as possible

Contract type: Full Time Residential

Contract term: Three years in the first instance, following completion of satisfactory probation for 6 months. Annual review and appraisal, with rolling forward and extension of contract

APPLICATION FORM FOR THE TWO POSTS

Please specify which post you are applying for:

Head Teacher or

Senior Finance Manager.

1) Name

2) Address

3) Contact Details – E-Mail and Phone/WhatsApp

4) Age and Gender

5) Qualifications

6) Working/ Teaching/Management Experience

7) 3 Referees, with their roles and contact details



FURTHER PARTICULARS FOR BOTH POSTS

Background

The Location

IGBS is located on a 100-acre forest site in Ibba village which is situated between Yambio and Maridi in Western Equatorial State. Ibba is about 2.5 hours by road from Yambio, and 45 minutes from Maridi. Ibba also has its own small mud airstrip which is used for regular weekly flights by light aircraft (e.g. by Mission Aviation Fellowship).

A Community School

The school is registered under South Sudan law as a Community School (not a private school, or a state school) and is a formal partnership between local community leaders, churches of all denominations, and the Western Equatoria State Government. The school follows the new South Sudan curriculum and aims to provide opportunities for good primary and secondary education and livelihoods for marginalised girls from all 10 counties of Western Equatoria State, not just Ibba County.

IGBS was opened to its first 40 ten-year-old girls in March 2014, with a plan to enrol 40 additional girls into Primary 4 each year until the school reaches its planned target of 360 students, in 9 classes from Primary 4 to 8 and Senior 1 to 4.

The Vision and Plan for the School

IGBS was founded to provide high quality education rooted in Christian values, but open and welcoming to people of all faiths and none.

IGBS aims to provide high quality residential education for 360 girls aged 10 to 18 plus (from Primary Level 4 through to Senior Level 4) from across the whole of the former Western Equatoria State, and to empower young women with the values, knowledge and skills for leadership in their local communities and in this newest African nation.

The original vision for this school came from Hon Nagomoro Bridget, former County Commissioner of Ibba and other senior people from government, the churches, and community leaders across Western Equatoria State. The school is accountable to a body of South Sudan Trustees and a Board of Governors and PTA. A small UK Charity, Friends of Ibba Girls School (FIGS) was set up in 2011 specifically to help IGBS Trustees raise initial funding, and to provide professional support and advice for the school, working “shoulder to shoulder” in a long-term partnership with the African Trustees, Governors and staff.

The New Headteacher and Senior Finance Manager



The IGBS Trustees and the Ministers of Western Equatoria State government will search throughout South Sudan to find the best possible people with the qualifications and experience to take on these exciting roles and responsibilities, and to help further develop IGBS as a beacon of light and of learning in WES and South Sudan.

A large team of professional and support staff work at this rural boarding school, including directors of studies and classroom teachers for primary and secondary streams; a senior woman teacher; live-in dormitory matrons; school nurse; driver; cooks, cleaners, groundsman and security staff.

We will offer a competitive salary, all meals, and residential accommodation at the school which has solar powered electricity, running water and satellite internet, plus access to a 4x4 Toyota. However, a clear vocation and personal calling to serve and improve girls' education in South Sudan are even more important.

The people appointed must be committed to the Christian vision and values which led the Founders and Trustees to set up the school, and to the guiding principles outlined in the job description.

The Head Teacher must be able to contribute to the academic and pastoral leadership and management of the school in a way which models and inspires high standards of teaching, a love of learning, a sense of safety and security, and a culture of caring for each other and for the wider community. It is also important to demonstrate an ability to manage and ensure the delivery of high quality and efficient education and pastoral care, ideally in a boarding school environment. This requires an understanding of the balance between academic and social and pastoral activity. The school is deliberately designed to provide for girls aged from 10 to 18 years upwards on one integrated campus, and to act as a bridge to take girls from Primary through to Secondary level. The Head Teacher will therefore need to have a good understanding of teaching and pastoral needs at both primary and secondary levels.

The Senior Finance Manager must have a proven record of honesty and integrity; experience and knowledge of financial management or bookkeeping.; a formal qualification (certificate) in business administration, accounting, bookkeeping or similar; experience of using a cloud-based accounting software system such as Xero, Quick Books or Fresh Books; previous experience working in a similar role or with an NGO.

Above all, we are looking for applicants (whatever their age, background or experience) who combine positive energy, clear leadership, personal values, and warm inter-personal skills with a firm commitment to achieving the highest standards of teaching, learning and behaviour and management throughout the school.

Further details, together with news about the school are available from the FIGS website www.friendsofibba.org.



The Head Teacher's Role

The person appointed as Head Teacher will work closely with the IGBS Trustees, Chair of Governors and PTA, and the Western Equatoria State Government to help:

1. Develop and implement a strategic framework, aims and objectives for the school.
2. Develop policies, priorities, outcomes and targets for the achievement of the above strategy, aims and objectives.
3. Monitor and evaluate whether and how far the above strategy, aims and objectives are being achieved in practice.
4. Review the lessons from experience and what needs to be done to improve school performance.
5. Teach the curriculum, in order to lead by example, and to model good teaching practice.

Specific Duties of IGBS Head Teacher

- Advising the IGBS Trustees and WES State Government on strategic planning & development of girl-child friendly school policies & strategies.
- Supporting staff in understanding appropriate needs of the girl-school children.
- Ensuring girl-child friendly objectives and facilities are reflected in the school development plan.
- Monitoring the growth, development & progress of all the girl-school children.
- Evaluating effectiveness of teaching and learning by the girl-school children.
- Liaising with staff, parents and external agencies and other schools to coordinate & lobby for support for the girl-school children.
- Identifying and adopting the most effective teaching approaches that benefit girl-school children.
- Liaising with other schools to ensure continuity of support and learning when transferring girl-school children from other source school.
- Ensuring all members of staff recognize and fulfil their obligatory responsibilities to all the girl-school children.
- Contributing to the professional development of all staff.
- Providing regular information to the Trustees and Governing Body on the evaluation and impact & challenges faced by all girl-school children.
- Advising the Head of the School on efficient and effective deployment of staff and resources to support all the girl-school children.
- Identifying the appropriate resources needed to meet the needs of girl-school children and advise the Trustees and donors of priorities for expenditure.

Other General Roles & Responsibilities of the Head Teacher



- Cultivating within the school a positive understanding and attitude towards the Christian faith and values, while also being open and welcoming and respectful to people of all faiths and none.
- Providing and ensuring enthusiastic and effective teaching and learning so that all of the pupils are motivated and inspired to achieve their full potential, with excellent results, and to emerge as capable, confident and caring young women.
- Developing and maintaining the pastoral care of all pupils, and fostering caring personal relationships.
- Working with the teaching staff and parents to enhance the performance and reputation of the school.
- Identifying girls with potential in local primary schools for moving on to the Ibba Girls School, and working with the feeder primary schools, parents and the wider community to identify and encourage girls with potential to join the school.

Person Specification for the Head Teacher

The person appointed will be expected to have the potential to develop:

- Effective leadership and management skills;
- The drive, energy and enthusiasm to communicate their passion for the school and its values and ethos;
- The ability to communicate effectively and relate easily to staff, pupils, parents, prospective parents and the school governing committee;
- The ability to teach in a professional and engaged way and to relate to the learning needs of girls in mid primary and secondary classes;
- The ability to motivate and inspire pupils to achieve high standards in both academic and extra-curricular activities;
- Excellent judgement and listening skills, with an ability to empathise with individuals while considering the needs of the community as a whole;
- Personal presence, confidence, visibility and accessibility;
- Understanding of and sympathy with the school's foundation in Christian values, alongside their own personal spiritual commitment;
- A warm personality together with integrity, resilience, robustness and a sense of humour.

Responsibilities

As Head Teacher, you will be responsible for the day-to-day operation of Ibba School and play a leading role in:

- meeting the learning and pastoral needs of the children in the school
- ensuring the development of the school with community support



- leading school growth and school improvement
- supporting the delivery of high standards in all aspects of the school.

Qualities

You will need to have:

- a personal commitment to the school's core Christian values, and to welcoming and working with people of all faiths and none;
- qualified teacher status with a degree as a minimum expectation;
- proven success in managing curriculum and school organisation;
- a leadership style which emphasizes good communication and team work;
- a preparedness to live in at the school and to contribute to the life of the community.

Senior Finance and Business Manager

A. Overview

The person appointed as Finance and Business Manager will combine 4 main roles and areas of responsibility within the school's Senior Management Team:

1. Finance Manager
2. Asset Manager
3. Project Manager
4. Business Development Manager

Plus, any other duties and activities reasonably requested by the Head Teacher or the Treasurer of Friends of Ibba Girls School (FIGS).

1. Finance Manager: Role and Responsibilities

- Liaise with the Head Teacher, Board of Governors and UK Trustees to set and manage the school budget.
- Liaise with the Head Teacher to ensure efficient management of school resources.
- Take responsibility for the financial management of the school including the monitoring of income and expenditure against the budget and managing cash flow.
- Ensure that school finances are managed according to the UK donors' expectations.
- Keep the UK and local Trustees up to date regarding all school financial matters.
- Maintain the school's accounts using the Xero accounting system.
- Prepare financial reports for the Head Teacher, Governors, Trustees as required.



- Enter and analyse financial data using online software as well as MS Word and Excel.
- Make and oversee school purchases and payments.
- Obtain receipts and record all purchases and income transactions.
- Accept cash, make receipts and record incoming monies.
- Visit bank to get cash, statements, make payments.
- Keep full records of all transactions (e.g. copies of receipts, contracts, bank statements)
- Ensure safe and secure transport and storage of cash.
- Prepare, pay and record all staff salaries.
- Ensure that school resources are used effectively and maintained to a high standard.
- Promote IGBS as an honest and open school who uses sound international financial management processes.
- Protect the school from any and all forms of fraud, corruption, embezzlement or other losses.

2. Asset Manager: Role and Responsibilities

- Take responsibility for the management, maintenance and repair of school infrastructure and assets including buildings, vehicles, solar panels, generator and other equipment.
- Keep an up-to-date inventory of, all the school's property, equipment and assets.
- Manage and maintain the school's Toyota 4 x4 vehicle in good safe running order, and arrange for its regular servicing and repair.
- Manage the purchase and supply of food and non-food equipment and supplies.
- Manage the school's fuel supplies.
- Manage the solar water bore to ensure constant safe supply of water for staff, students and cooks, in the dormitories, staff accommodation, kitchen and toilets.
- Oversee the management of the solar power system to ensure constant power supply.
- Maintain the diesel generator in good working order as a back-up supply.
- Oversee the management and maintenance of the satellite internet system.
- Negotiate prices, obtain quotes, ensure the school gets good value for money.
- Assist with school security including the management of security staff.

3. Project Manager: Role and Responsibilities

- Take responsibility for the management and monitoring of all building contract work done on site, including liaison with the FIGS Trustees' Treasurer and their appointed architect, to ensure that buildings are completed on time and on budget, and to the required quality.
- Access labourers and tradesmen to obtain quotes and get work done – confirming decisions with the FIGS Treasurer, and with the Board of Governors chair of the Finance sub-committee of the IGBS Board of Governors.



4. Business Development Manager: Role and Responsibilities

- The post-holder will be asked to perform a leading role with FIGS and IGBS Trustees and Governors in the planning and development of a series of small businesses, co-operatives, or social enterprises linked to the school, (e.g. agriculture, fish farming, honey, guest house and training centre) designed to provide vocational training opportunities and work experience for students, and an income stream for the school. This will include working with FIGS and IGBS Trustees to conduct or commission market research, product development, feasibility studies and business plans.

B. Detailed Job Description

Role and Duties

- Liaise with the Head Teacher, Board of Governors and UK Trustees to manage the school's resources in terms of finances, buildings, equipment and other assets.
- Take responsibility for operating approved financial management procedures including the monitoring of income and expenditure against the budget, recording transactions, managing and securing cash (see appendix for more details).
- Ensure that school finances are managed to high standards of integrity, accuracy, and transparency.
- Keep the Head Teacher, the Board of Governors and the UK Trustees informed about the school's financial matters.
- Maintain the school's accounts as guided by the Treasurer of Friends of Ibba Girls School.
- Prepare financial reports for the Head Teacher, Governors, Trustees and the Treasurer of Friends of Ibba Girls School in the UK as required.
- Enter and analyse financial data using online software such as Microsoft Word and Excel.
- Ensure major purchases comply with the school's approved procurement processes.
- Obtain receipts and record all purchases and income transactions.
- Accept cash, make receipts and record incoming monies (such as school fees).
- Visit the bank to get cash, statements, make payments, as required.
- Use online banking to check balances and obtain statements and reports.
- Ensure safe and secure transport and storage of cash.
- Prepare, pay and record all staff salaries and associated income tax transactions.
- Supervise the school's support staff.
- Oversee the management of regular food and non-food supplies, including conducting proper procurement processes that ensure the school obtains value for money
- Support the architect to manage the construction of buildings at the school including regular monitoring of the builder's progress on projects and sending progress photographs to the architect.



- Create and manage a programme of routine maintenance for all the school's buildings, including their fixtures and fittings
- Oversee the management of the school vehicle and all other equipment.
- Oversee the management of the solar water bore to ensure constant safe supply for water.
- Oversee the management of the solar power system to ensure constant power supply.
- Promote IGBS as an honest and open school who uses sound international financial management processes.
- Protect the school from any and all forms of fraud, corruption, embezzlement or other losses.
- Any other duties and activities reasonably requested by the Head Teacher or the Treasurer of Friends of Ibba Girls School.

Qualifications and experience

Essential

- Proven record of honesty and integrity.
- Experience and knowledge of financial management or bookkeeping.
- Good spoken and written English skills.
- Competent computer user, with knowledge and experience of Microsoft Word and Excel (or similar) software packages, internet and email skills.
- Excellent mathematical skills.
- Knowledge and experience of bookkeeping (preferably in a computerised system).

Desired

- A formal qualification (certificate) in business administration, accounting, bookkeeping or similar.
- Experience of using a cloud-based accounting software system such as Xero, QuickBooks or Fresh Books.
- Previous experience working in a similar role or with an NGO.
- Previous experience of managing a team.
- Current South Sudan driving licence, minimum 2 years' experience, good driving record.
- Spoken Zande and Arabic language skills.

Appendix: Summary of finance tasks

Category	Daily	Weekly	Monthly	Annual
Expenditure	Collect invoices or receipts, write vendor name and have them sign	Document all purchases	Enter purchases into computerised system	Provide annual expenditure report, receipts for auditing



		File receipts	Verify data entered	
		Enter receipts received during the week into accounting system	Create expenditure reports for Head Teacher and FIGS Treasurer	
Income	Receipt all fees or sales		Create income reports for Head Teacher and FIGS Treasurer	At start of year create invoices in the accounting system for the school fees for the full year for each pupil
	Secure all cash income			Provide annual income report, and all receipts for auditing
Annual Report				Liaise with Treasurer to produce annual report and accounts for governors
Employees	Record staff absences		Pay casual staff, ensuring they sign for receipt of money	
	Document any new staff		Record payments to casual staff in accounting system	
	Record casual labour names & hours worked		Calculate staff pay net of personal income tax and any advances previously given	
			Pay staff and obtain signatures as a receipt	
			Withhold the tax due to the government and arrange to pay it to the correct officials	
			Ensure all payments of salary and income tax, as well as advances of pay, are recorded in the accounting system	
Banking	Manage cash flow	Record bank transactions	Count (with a witness) cash in hand in dollars and	



			SSP and sign a certificate to send to the FIGS Treasurer	
	Keep cash secure	Record all exchanges of dollars to SSP, including date, exchange rate and amount	Reconcile bank accounts and the cash in hand to the balances in the accounting system	
	Record all withdrawals from the cash box	Count and record cash at hand in USD and SSP		
Budget	Allocate expenditure to appropriate budgets		Provide budget reports to the Head Teacher and FIGS Treasurer	
	Operate within budgets		In months where there is a BoG meeting, prepare a budget report for the governors	
			Request any budget adjustment from FIGS, providing forward budget estimates	
Practical	Ensure that cash and receipts are kept safe and secure	Inform trustees and staff of budget issues	Backup all data on the computer regularly	
			Send data files to FIGS (which helps with backing up)	
			Raise local financial issues with FIGS	