

Position type: Secondary School Teachers

Number of Position: 04 (Four Position)

Duty Station: Maban Counties (Bunj Secondary or Kaya Secondary schools)

Contract type: Fixed term with possibility of extension depending on funding & performance

Reporting to: Secondary School Head Teacher

Employment start date: February 2019

Advert Closing deadline: 29th January 2019

JOB ROLE:

Under the guidance and direction of the Head teacher (Bunj or Kaya Secondary Schools), the Secondary School Teacher will substantially contribute to the effective learning of students, motivating and inspiring students so that they can reach their fullest potential in curricular and non-curricular activities. This includes preparing pupils for secondary school leaving examinations.

BACKGROUND:

The Lutheran World Federation/World Service (LWF/WS), South Sudan Programme strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) vulnerable communities to enable them meet their basic human rights in line with its vision and mission statements

Subject Combinations Required:

- Mathematics and Physic
- History and Geography.
- Agriculture.
- General science (Chemistry, Biology)

KEY RESPONSIBILITIES:

- Teaching and Lesson Planning;
- Attend to lessons assigned to him/her regularly;
- Ensure that there is proper documentation for attendance (class registers) for your designated classes;
- Prepare adequately and appropriately professional teaching documents such as the Scheme of Work, Lesson Plans, Lesson Notes, Records of Work Covered and Learners Progression Records. These records will be checked by the Deputy Head teacher and/or Head teacher;
- Use teaching techniques encompassing both child-centred and teacher-centred learning methodologies.

- Responsible for ensuring items which are distributed during classes are returned at the end of class and shared items do not go missing from the classroom. Prepare and submit reports of his/her class to the Deputy Head teacher and/or Head teacher when required;
- Sets examinations, marks and analyses the results before submission to the Deputy Head teacher by an agreed timeframe.
- Keep accurate records of student's progress (i.e. examination results) and compiling this on a termly basis for submission to the Deputy Head teacher;
- Report issues of irregular attendance to the Deputy Head teacher, work with the Deputy Head Teacher and Head Teacher to organize mobilization campaigns at Bunj or Kaya Secondary Schools and in the local communities to increase enrolment and support regular attendance;
- Maintain discipline in the school and adhere to school rules and regulations;
- Ensure that all urgent education issues are discussed with the Deputy Head teacher and/or Head teacher immediately.
- Ensure that there is absolutely zero tolerance for corporal punishment, child abuse or aggression.
- The Secondary School Teacher does not manage any staff but is expected to provide a leadership role within the school, inspiring and motivating students ;
- Secondary School Teachers are expected to provide support to PTA (Parent Teacher Association) and Student Bodies in the School;
- Perform additional tasks as required and directed by the Deputy Head Teacher or Head teacher.
- Report any violation of the code of conduct and child protection policy of LWF/DWS.

Qualification and Experience.

- BA/B.Sc. in Education from a recognized University with relevant subject combination with 2 years' experience in teaching preferably in refugee and host schools in an INGO setting.
- Must be registered /Licensed Secondary school teachers by the awarding institution
- Excellent in written and spoken English. Knowledge of local language in the project area will be an added advantage.
- Team spirit and ability to work under extreme pressure.

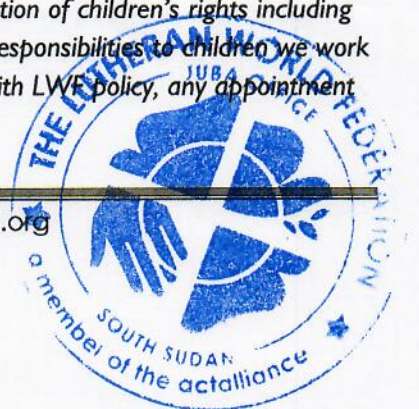
Application Conditions and Process:

All applicants shall send their application letter and updated CV and supportive documents attached in English to the Human Resource office to the email address

lwfsdrecruitment@gmail.com or hand delivered to HR Office in LWF – Maban Sub Office.

Child Safe Guarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.



Position type: Education Manager

Number of Position: One

Duty Station: Maban

Contract type: Fixed term with possibility of extension depending on funding & performance

Report to: Education Coordinator

Employment start date: February 2019

Advert Closing deadline: 29th January 2019

JOB ROLE:

Under the guidance and direction of the Education Coordinator, the Education Manager will oversee daily implementation of education activities in Maban in the 4 camps including the host communities.

BACKGROUND:

The Lutheran World Federation/World Service (LWF/WS), South Sudan Programme strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) vulnerable communities to enable them meet their basic human rights in line with its vision and mission statements

KEY RESPONSIBILITIES:

- Works directly with education stake holders at county and camp level.
- Plan and take active role in joint schools monitoring and supervision by CED, MOGEI and UNHCR as and when required.
- Ensure accurate data is availed on weekly basis to update REMIS, train all key Officers on this package assisted by PMER Officer
- Developing and maintaining a database of project outputs, activity tracking, training evaluation and achieved results to provide information for both internal and external reporting;
- In coordination with the Education Coordinator, lead development and implementation of rigorous control mechanisms to ensure compliance with internal and donors requirements (procurement, approvals, and accountability and Child Safeguarding principles).
- Support all officers in developing PTAs and BOGs for both primary and secondary schools
- Support and ensure improved learning in ECDs and Special Needs Education

- Account for all activity expenses as per the approved budgets, guide the officers on expenditure, and raise alerts on under or over expenditure and delays in expenditures.
- Ensure all Officers prepare and follow their work plans on monthly basis as per donor
- Prepare and submit quality donors reports to education Coordinator 4 days before dateline.
- Attend all meetings coordination meet at camp and country level, prepare and share updates to Education Coordinator or Team leader.
- Make follow up on recommendations arising from community meetings and share the minutes and action points.
- Support the education coordinator plan for and avail learning materials for learners and appropriate teaching materials for teachers,
- Lead officers to Carry out baseline surveys and write proposals.
- In absence of Education Coordinator, acts in the said position upon delegation.

Qualifications and Experience

- Master's/Bachelor Degree in Education with at least 3 years' experiences in emergency education.
- Experience of working within the education sector for an International Non-Governmental Organization.
- Good experiences in refugee or IDP programming with a good contextual knowledge of the community, region and South Sudan. Experience in management of multiple projects under different grants and hands on experience in Inclusive emergency Education in IDP and refugee operations.
- Good knowledge of emergency education programing and demonstrated skills in integrated Psycho Social Support services.
- Excellent PMER and ProGress and REMIS data management, good knowledge and practical skills in Project management. Ability to make analytical judgement and communicate well with stakeholders, ability to manage a large team, builds their capacity and ensures accountability.
- Strong interpersonal skills and the ability to work in a multi-cultural team essential, good organizational and time management skills Essential.
- Excellent written and oral communication skills in English Essential good command of Arabic Language (spoken) is added advantage, and computer proficiency in word processing, Word, Power Point, Excel and Web-browsing.

Application Process:

All applicants must send their application letter, updated CV and supportive documents attached in English to the Human Resource Office. lwfsdrecruitment@gmail.com

The recruitment for the position is subject to confirmation of funding for the project. Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

