

Vacancy Announcement

Position:	Education Assistant
Direct hierarchy:	Education Officer
Contract duration:	8 months
Location:	Juba PoC
Expected start month:	May 2017

I. Main objective: The Education Assistant is responsible for assisting the Project Manager Education and Education Officers organization and implementation of all the tasks related to the education project which foresees several types of activities such as trainings for teachers, PTAs and education personnel, distribution of education materials, constructions of emergency latrines, installation of temporary learning spaces, rehabilitation of classrooms damaged by disasters.

II. Responsibilities/duties:

- Support Education Officer and Project Manager (PM) in the implementation of the education project
- Organize and conduct trainings, workshops and awareness raise campaigns on Education in coordination with the Education Officer
- Organize and conduct Focus Group Discussions with Teachers, PTAs and children
- Cooperate with the Education team in the monitoring of project activities, including field missions
- Plan and arrange transportation and distribution of emergency educational materials under the supervision of the Education Officer and the logisticians.
- Ensure that rehabilitation works proceed according to the plan in coordination with the Education team
- Undertake field visits and participate in assessments in identified locations in order to collect relevant education data and information on conditions of schools and TLS.
- Collect on a daily basis relevant information and data on the status of the education activities to be shared with the Education Officer and PM.
- Support and work in close coordination with the Education Officer and PM to compile weekly and monthly reports on the activities implemented, providing the related data and information
- Work in close coordination with local authorities, agencies/organizations and to participate in coordination meetings.
- Redact minutes of meetings and to support the PM in strengthening the local network.
- Liaise with teachers and learners to assess the quality of the education services provided.
- Contribute to the identification of new opportunities for Education projects.
- Any other duties not listed above and necessary for the implementation of the activities.

Person specification:

- At least 1 year experience in Education
- Good knowledge of word and excel programme
- Excellent logistic and communication skills
- Fluency in English and Nuer language
- Good cooperation skills, ability to work well independently and in a team
- Good problem solving and social skills and creative
- Stress-resilient to be able to cope with deadlines and complex problems
- Ability and motivation to work well with local authorities, local leaders and local community
- High flexibility on timetable-working hours

Closing date for applications is 05/05/2017 at 4 pm. Candidates are requested to submit their CV and motivation letter to INTERSOS Mal ECD/Primary School in PoC3. Please write "Application for Education Assistant position" on the envelope, and your phone number. Only short listed candidates will be contacted for an interview.

Qualified women are encouraged to apply