

THE LUTHERAN WORLD FEDERATION, WORLD SERVICE  
SOUTH SUDAN COUNTRY PROGRAM



50.14.3

Approved by labour  
MPS \$ARD

**Position:** Education Assistant - Dafi Scholarship

**Number of Position:** One

**Duty Station:** Ajuong Thok

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

**Employment start date:** 1st of May

**Advert Closing deadline:** 30<sup>th</sup> April 2019

**JOB ROLE:**

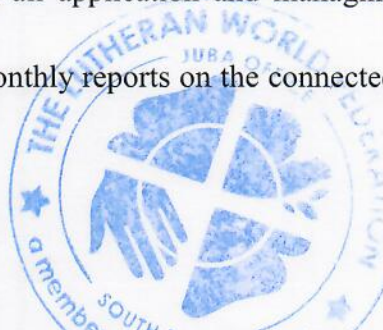
Assist the Education Manager -DAFI Scholarship programs based in Juba to Manage the connected e-learning scholarship programs in Ajuong Thok and from time to time back up the Education Manager in Juba and other field locations, in accordance with the planned education activities and established LWF South Sudan policies and guidelines. This position is responsible to the Program Coordinator for delivery of its mandate and will directly report to the Education manager based in Juba with a daily administration and dotted line responsibility to the Education Manager based in Ajuong Thok.

**BACKGROUND:**

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

**KEY RESPONSIBILITIES:**

- Assist in the administration of e-learning scholarship program activities in Ajuong Thok
- Develop and share all scholarship information, applications forms, reports and process assure access, accountability for e-learning students.
- Communicate with students, parents, counselors, collages, donors and other parties involved within Ajuong Thok and any other location as may be assigned.
- Submit for processing all application and managing awards efficiently and accurately with the program.
- Prepare weekly and monthly reports on the connected learning students to be shared with UNHCR.





- Help in generating field level stories for publishing about success program and support given to students.
- Manage all scholarship inquires and coordinate all new students orientation at the field level in consultation with the Ajuong Thok Education Manager and Education Manager - DAFI.
- Keep updated students list, schools, institutes, teachers in LWF database on weekly basis for connected students.
- Monitor and evaluate the progress of all the students and reporting back to the Education Managers (Ajuong Thok and Juba).
- Assist to organize awareness campaigns for scholarships and gender equity promotion in Ajuong Thok refugee camps and any other places as may be assigned.
- Conduct regular monitoring and assessment of the academic and social wellbeing of the sponsored students and address any issues realized in the process.
- Organize the monthly Students forums at the camp level with plans for invitation of various stakeholders to attend some of the sessions on specific intervals and document all discussions and resolutions of such forums.
- Organize the Connected students in Ajuong Thok to form leadership/representation structures and support the structures to adequately and positively engage with the rest of the students and other relevant stakeholders.
- Represent LWF in Education stakeholders' forums as may be assigned by the Education Manager or the LWF Team Leaders in Ajuong Thok.
- Any other duty assigned by the supervisor

#### **Qualifications and Experience:**

- Degree or Diploma in Education with Advanced ICT Knowledge.
- Experience working in Education sector or related area for 2 years
- Good in prioritizing and structuring work in a busy work environment
- Experienced with working with Windows, incl. Word, Excel and Power Points
- Good interpersonal skills and ability to interact effectively with staff

#### **Application Process:**

All applicants must send their application letter and updated CV and supportive documents attached in English to the Human Resource office in Juba [lwfsdrecruitment@gmail.com](mailto:lwfsdrecruitment@gmail.com) with copy to [Girma.Gudina@lutheranworld.org](mailto:Girma.Gudina@lutheranworld.org) and [Collins.Onyango@lutheranworld.org](mailto:Collins.Onyango@lutheranworld.org) or hand delivery which should be registered with the receptionist. Applications by email should come with the subject ' Application for Senior Data Manager Position. 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.*

