



ACTED

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JOB ANNOUNCEMENT

Masonry Trainer

Department: Food Security and Livelihood (FSL)

Position: Masonry Trainer

Location: Maban

Date of Advert: 06/May/2016

Date of Closure: 26th/May/2016

JOB PURPOSE:

The Masonry Trainer – is to develop curriculum and provide trainings to students in building work and assess students' abilities and needs required to complete course of instruction. Maintain learning environment which is safe, and adequate to support proper training and perform other duties as required in the area of Vocational Education

CHAIN OF COMMAND

Under the authority of:

- VTC Team Leader

Line Management:

- Area coordinator
- Livelihood Program Manager
- Assistant Masonry Trainer

WORKING RELATIONS

Internal:

- Livelihood department
- Other departments (camp management, community mobilization, GBV and AME etc)

External:

- Partners working in Maban
- Local Authorities (RRC and CRA)
- community Leaders

Organization Description:

ACTED is an international NGO founded in 1993 and headquartered in Paris. ACTED implement humanitarian programs through its offices in more than 32 countries worldwide, in Africa, Asia, Europe, Latin America and the Middle East. In South Sudan, ACTED maintains ten (10) offices including the country office based in Juba. ACTED is currently implementing an emergency response program in Bor County, Jonglei State.

OBJECTIVES:

- To provide effective instruction to students on a range of courses units within the building and construction work

- To provide effective technical support service to VTC team leader and livelihood staff regarding equipment needed for the course
- To undertake periodic maintenances and records of tools and equipment used for the training.

Duties /responsibilities

- Evaluate student progress, maintain discipline and security in classroom,
- Supervise the use of all tools and equipment to ensure proper use and storage.
- Maintain student and other required records and submit reports as required.
- Assist with job placement of course graduates
- Support the VTC team in identifying suitable beneficiaries for masonry course
- Work with the trainees in creating a course outline for the trainings and submit weekly updates of trainees attendance to VTC Team Leader
- Provide both theoretical and practical lessons to targeted beneficiaries on brick laying and concrete practice
- Assist in carrying assessments and surveys related to building and construction activities in the area and linking trainees where possible for more practical training
- Supervise the activities of the Masonry assistant Trainer on daily basis
- Responsible for preparation of training venue and arrangement of all the necessary materials needed for training.
- Ensure all trainees attend training on daily basis and keep record of daily attendance of trainees.
- Supervise trainees to ensure effective performance in practical activities

KEY PERFORMANCE INDICATORS:

- Number of students enrolled for masonry training
- Number of trainings conducted per week
- Number of different trainings conducted for students for the period of the training
- Availability of curriculum or course outline to guide training
- Number of assessment conducted to ascertain masonry trends and customer preferences
- Number of students that graduates in the masonry vis-ve enrolment number
- Number of trainees who have been hired for construction work during the course of the training
- Number of progress reports submitted to the VTC Team Leader
- Number of tests given to students to assess their knowledge and skills levels

Applications:

Applications should be submitted **in English**, and should include:

- detailed CV
- cover letter
- photocopy of national ID card,
- photocopies of work certificates related to past jobs
- All applications should be submitted to the ACTED Country Office in Juba (**Hai Malakal**, and ACTED Maban Office in Hardcopy or by Email to juba.hrofficer@acted.org, juba.adminassist2@acted.org or gendrassa.administration@acted.org or to maban.livestock@acted.org latest by 26th/May/2016
- Shortlisted candidates will be contacted by ACTED Human Resources Department within two weeks of the application deadline.
- **Application materials are not returnable**, therefore applicants are strongly recommended not to submit original documents.

Note: This position is open to South Sudan Nationals & Women are encouraged to apply