



WHITAKER  
PEACE & DEVELOPMENT  
INITIATIVE

POST DESCRIPTION



Position title : Center manager/ICT trainer  
Organization : Whitaker Peace & Development Initiative  
Contract type : Consulting agreement  
Duration : 1 year with 3 months probationary period with extension based on satisfactory performance and availability of funds  
Duty station : Juba, South Sudan  
Deadline for application: 16<sup>th</sup> October 2017  
Report to work : as soon as possible

**Background:**

The Youth Peacemaker Network (YPN) in South Sudan is undertaken by the Whitaker Peace & Development Initiative (WPDI), in partnership with UNESCO, Zain and Ericsson, to empower young people as leaders of peace and development in their communities through a unique mix of peacebuilding, conflict resolution, mediation, life skills, ICT training, vocational training, and youth-led community projects as well as programs promoting peace through the arts and sports.

WPDI is an international non-profit organization founded by UNESCO Special Envoy for Peace and Reconciliation, Forest Whitaker, with the mission of helping societies affected by destructive conflicts and gang violence transform into safer and more-productive communities. Since its inception in 2012, WPDI has created and managed peacebuilding programs in Uganda, Mexico, South Sudan, the United States, and South Africa. WPDI collaborates with a range of local and international, public and private partners to support its mission.

As part of the YPN Program, WPDI establishes a network of Community Learning Centers that offers to youth and community member's trainings in ICT, vocational skills, peace education and literacy.

The role of the center manager and ICT trainer will be to manage and oversee the daily activities of the Community Learning Center in Juba and provide daily ICT trainings in basic, intermediate and advanced levels.

**Main Responsibilities:**



Under the overall authority and supervision of the Program Manager of the Foundation in South Sudan, the incumbent will manage and oversee the daily activities of the Community Learning Center in Juba and provide daily ICT trainings in basic, intermediate and advanced levels.

#### **Major Activities:**

- Day-to-day management of WPDI Community Learning Center in Juba
- Ensure all equipment is safe, clean/neat, and well-kept during and after usage by the youths and community members
- Conduct ICT trainings in basic, intermediate and advanced level at the Center as per agreed schedule and using WPDI manual
- Ensure that the tests at the completion of the trainings for the certification of the trainees are organised in a transparent and timely manner
- Maintain and update the list of books available at the library of the Center and ensure their use for the youth and children
- Prepare and constantly update program and schedule of activities at the Center and ensure their execution as planned
- Coordinate the trainings with the other trainers in business skills, literacy and arts & crafts at the Center
- Mobilize youth, community members and children to come to the Center and attend ICT, business skills and literacy classes
- Develop and implement training program for the Center: this will include mentorship and daily motivation of the youth to encourage their participation
- Implement WPDI's Peace-building and Conflict transformation plans and objectives at the Center
- Liaise with surrounding schools to see the interest of students and teachers to follow the various range of trainings provided at the Center
- Ensure that the Center Rules, Procedures and Code of Conduct are fully followed and endorsed by the trainees and visitors
- Collect daily and monthly data, prepare and provide WPDI with monthly progress report of activities at the Center, following WPDI template
- Keep clear and detailed daily record of the number of visitors and trainees at the Center using WPDI attendance sheets
- Support any creative peace-building plans that will ensure the progress and advancement of WPDI objectives at the Center
- Inform on timely manner WPDI on any connectivity and power issue at the Center as well as on any problems with the computers and the data usage
- Constant communication both through emails, telephone and social media is expected from the manager
  
- Carry out any additional activities that may be assigned by the Founder of the Whitaker Peace & Development Initiative.



**Education:** University degree in technology or related areas covered by the work of the organization

**Language:** Excellent written and spoken English and Juba arabic.

**Experience:** At least 2 to 5 years of progressively responsible relevant experience with preferably professional and field-based experience in ICT; keen interest in working with youth leaders; proven ability to work efficiently, under pressure, and in multicultural environment. Experience in Monitoring and Evaluation Planning

**Apply To:** Interested applicants, who hold South Sudan citizenship, are invited to submit a cover letter (in English and referencing the Job Announcement) accompanied by a full resume stating details of educational qualifications and working experience, home and office telephone numbers, and a writing sample in English **by email** as below:

**E-mail: [applications@wpdi.org](mailto:applications@wpdi.org)**

Or

By Hand delivery copies of your certificates, Cover letter and CV to Whitaker Peace and Development Initiative- UNESCO Compound in Tongping behind War Child Building

*Only short-listed candidates will be contacted.*

