



Munuki SDA
Compound
P.O Box 247
Juba, South Sudan

- Job Title:** **School Trainers (7)**
- Minimum Qualifications:** Bachelor Degree or Diploma in Education or Any other related field
- Experience:** Minimum 3(three) years' experience as a Teacher or similar position managing Education project, preferably in humanitarian organizations and Private Sectors
- Job Location:** Eastern Equatoria (Magwi , Lafon ,Kapoeta East , North and West , Budi and Ikotos) Specify the location you apply for please.
- Direct Supervisor:** Project Manager
- Supervises:** Mentoring Assistant & Community Mobilizer

Organization description

The Adventist Development and Relief Agency (ADRA) is the global humanitarian organization of the Seventh-day Adventist Church which has been in operation for over 60 years. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas, namely: Livelihoods and Agriculture; Children; WASH, Community Health; Disaster Response; Economic Growth; Hunger and Nutrition; Social Justice and Gender Equity.

For over 37 years, ADRA South Sudan has been making a difference in individual's lives in one of the most difficult contexts in the world in both development and emergency contexts. In South Sudan, we implement programmes in six thematic programme areas of Education; Primary Health Care; Emergency Response and integrated programming including livelihoods and agriculture; HIV/AIDS; WASH; economic empowerment and gender.



Job Summary: Girls' Education South Sudan (GESS2) Programme aims at bringing and keeping more children in school. The GESS programme works in four areas:

- Social and behaviour change (Our School Radio Programme and Community Mobilisation)
- Financial support to schools (Capitation Grants) and girls (Cash Transfers)
- Improvement of quality of education
- Research on what works in girls' education in South Sudan
- **Duties & Responsibilities:**
- Rolling out training to the County Education Staff (CED);
- Rolling out training to Payam Education Supervisors (PES);
- Rolling out training to school governing bodies (SMC/BoG) in up to 10 schools per month and per year;
- Rolling out training for head teachers and teachers (School-based TPD) in up to 4 schools per month and per year;
- Piloting remedial BRIDGE Programme for P3 graduates;
- Providing support to schools to effectively monitor and improve attendance of learners in schools;
- Assuring the quality of School Development Plans and School Budgets of all schools in the area of responsibility;
- Supporting all schools in the county to qualify for Capitation Grants and account for them;
- Providing school governing bodies with verbal and written feedback on the quality of their School Development Plans and School Budgets and accountability documents;
- Preparing Payam Education Supervisors to take an active role in assuring quality of the School Development Plans and School Budgets and accountability documents;
- Providing Payam Education Supervisors with verbal and written feedback on the quality of preparation for lesson observation, lesson observation skills, lesson observation reports;
- Monitoring progress and providing troubleshooting support to schools during the school development process;
- Mainstreaming gender sensitive approaches in all undertaken work;

Specifically, the GESS School Trainer will conduct the following activities in the Year 1 of the implementation:



The GESS2 School Trainer might be requested to perform other duties related to improvement of the school governance and school supervision services as well as school-based teacher training.

During the induction programme, the GESS2 School Trainer will participate in a series of an in-depth conceptual and practical training in the areas related to the job and especially on:

- How to present Girls' Education South Sudan Programme to stakeholders;
- How to organise training;
- How to write training plan including training budget;
- How to account for training expenses;
- How to prepare monitoring plan;
- How to write a report and contribute to:
 - Monthly reports;
 - Quarterly reports;
 - Annual reports;
- How to achieve value for money in all undertaken activities;
- How to mainstream gender and inclusive practices in all undertaken activities;
- How to safeguard children;
- How to select schools for training:
 - Selection of schools for TPD training;
 - Selection of schools for SMC/BoG training;
- How to implement TPD training;
- How to implement SMC/BoG training;
- How to set-up strategic partnerships to achieve GESS2 results;
- How to cooperate with other programmes and organisations, avoid duplication and ensure that schools do not receive conflicting messages;
- How to report challenges and seek assistance;

As part of the job, the GESS2 School Trainer will be tasked to build strong professional relations with the County Education Staff, Payam Education Supervisors, schools, and GESS2 staff. As well as other organisations and programmes in the area of responsibility. The GESS2 School Trainer will also take up a coaching role for Payam Education Supervisors. The GESS2 School Trainer's monitoring role will include



coaching the Payam Education Supervisors in monitoring of progress school are making after the training. Ongoing monitoring and follow-up will be an integral part of the job. The GESS2 School Trainers will produce monthly reports based on the monitoring data (template will be provided) and will contribute to the Quarterly and Annual Reports.

The GESS2 School Trainer will be expected to travel to the training and schools' locations. All training will be organised in a close proximity to the schools, and will be conducted at the Boma, Payam or County level – depending on school location. The venue of the training will be a school, unless specified and agreed differently.

The end result:

At the end of the deployment, the GESS2 School Trainer would have:

1. Participated in capacity building workshops;
2. Rolled out training to the County Education Staff (CED);
3. Rolled out training to Payam Education Supervisors (PES);
4. Rolled out training to school governing bodies (SMC/BoG) in up to 10 schools per month and per year;
5. Rolled out training for head teachers and teachers (School-based TPD) in up to 4 schools per month and per year;
6. Piloted remedial BRIDGE Programme for P3 graduates;
7. Supported schools to monitor and improve learners' attendance;
8. Assured the quality of School Development Plans and School Budgets of all schools in the area of responsibility;
9. Supported all schools in the area of responsibility to qualify for Capitation Grants and account for them;
10. Provided school governing bodies with verbal and written feedback on the quality of their School Development Plans and School Budgets and accountability documents;
11. Prepared Payam Education Supervisors to take an active role in assuring quality of the School Development Plans and School Budgets and accountability documents;
12. Provided Payam Education Supervisors with verbal and written feedback on the quality of preparation for lesson observation, lesson observation skills, lesson observation reports;
13. Set up and managed professional relationships with stakeholders relevant to quality of education;
14. Contributed to assessments, research and reports;



15. Monitored progress and providing troubleshooting support to schools during the school development process;
16. Mainstreamed gender sensitive approaches in all undertaken work;

Other desirable qualities

The candidate must possess; an excellent communication skills in English and local language both spoken and written, strong interpersonal skills, ability to work under minimum supervision, confident and some knowledge in computer applications, flexible to walk extra miles under stressful environment and an understanding and commitment to ADRA's mission and values and perseverance to field the challenges.

Address all applications to ADRA South Sudan jobs@adrasouthsudan.org (or drop hardcopy at ADRA Head Office in ~~Toni South, Gogrial Kuwajok and Turalei~~ *Torit and Kapoeta*)

Deadline for Applications: **9th March 2020 @ 05:00 PM South Sudan Local Time.**

Note that only shortlisted candidates shall be invited for written test. All applications submitted to ADRA South Sudan shall not be returned and original certificates are not needed at this point

