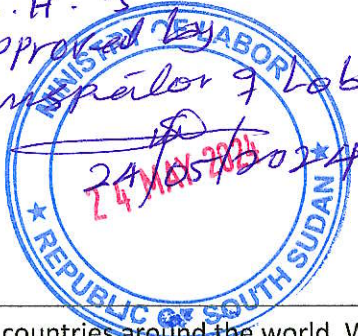


TERMS OF REFERENCE

Position: Job Service Officer (JSO)
Duty station: Abyei
Application start: 24th May 2024
Application end: 13th June 2024
Contract start: June 2024
Length of the contract: 6 months with possibility of extension

50.H.3
 Approved by
 Inspector of Labour


OVERVIEW OF CTG GLOBAL

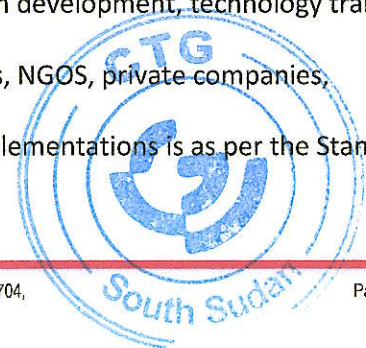
CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

OVERVIEW OF THE POSITION

Under the direct supervision of the Director Abyei VTC, and the overall supervision of the Programme officer in Abyei sub-office, the successful candidate will support the administration and management of Abyei Vocational Training centre in Abyei Administrative Area. The successful candidate will be required to support the general management, administration and supervision of all trainees’ activities aimed at nurturing growth and development of the Abyei Vocational Training Center.

GENERAL FUNCTIONS

1. Manages the student Data base system of Abyei Vocational Training centre updating its regularly to capture updated student information and status.
2. Lead in the development of labour market assessment tools and facilitate the conduct of LMA to determine suitable trades/course to be rolled out at the Abyei Vocational Centre.
3. Provide career guidance, counselling, motivational talks/sessions, and life skills training to students undertaking vocational training at the centre.
4. Conduct orientation sessions to students joining the Abyei Vocational Training centre to better acclimatize themselves to the VTC environment.
5. Track graduates’ performance and update the student data base to reflect status of graduates (. i.e. Employment, types of contracts, challenges they are facing, way forward etc)
6. Participate in review of teaching curriculum making sure the curriculums developed are more practical and reflect the dynamic needs of the graduates.
7. Manage all Abyei Vocational Training centre, adverts on social media, develop radio interviews and programs, organize round table discussion.
8. Support in drafting MoU to collaborate with other institutions in curriculum development, technology transfer, or capacity building.
9. Facilitate linkages between students and potential employers (UN agencies, NGOs, private companies, government etc)
10. Develop SoPs for student’s placement and apprenticeship and ensures implementations is as per the Standard operating procedures.



11. Guide students in Curriculum Vitea and Job Application writing and where possible explore avenues of securing Jobs for skilful students.
12. Develop tools and conduct tracers' study on alumni student 6 months after graduation to determine social and economic status of graduates (Employment status, nature of job, relevancy of skills attained at the vocational centre Vs the current skill application in the field, challenges, businesses nature etc) to inform re-design of VTC programs.
13. Facilitate and guide students in developing business ideas and proposal for business grant support.
14. Organizes exchange meetings with VTC Centres' personnel, trainees to get feedback on various issues and latest news regarding VTC.
15. Participate in forums that aims to market the brand of Abyei Vocational Training centres to potential employers, companies, and potential donors.
16. Organize open days and career exhibitions and involve stakeholders in the events to participate in job fairs.
17. Provide monthly reports to the Director of Abyei Vocational Center and programme officer IOM Abyei Sub office.
18. Perform such other duties as may be assigned.

Desirable Qualifications.

Minimum of bachelor's degree in education, Business administration or Marketing from an accredited University with at least 3 years in a leadership role as a working at a Vocational training centre or technical school.

Experience

- Minimum of three years working experience in counselling and career guidance roles.
- Communication skills to develop a productive educational experience for students.
- Problem solving skills to enhance students' performance and improve grades.
- Ability to train and impart knowledge to trainees of various levels of formal and informal education.
- Report writing and resource mobilizations experience.
- Familiarity with the complexities of accountability, organizational growth and change, and the ethical dimensions of UN work.
- Excellent interpersonal skills and ability to work in a multi-cultural/multi-national setting.
- Skills in and ability to exercise diplomacy in engagements with state and non-state partners.
- Good team player.
- Good writing skills and proficiency in the English language and Arabic is a plus.
- Computer literate.
- Ability to exercise conscience and non-tolerance to corruption.
- Previous experience working in hardship duty stations.
- Good communication skills, efficiency, and flexibility.
- Ability to work under pressure.
- Attention to detail and quality and capacity to meet deadlines.

Desirable Competencies

Behavioural

- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders.
- Promotes continuous learning, communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work and sets goals within area of responsibility.
- Displays mastery of subject matter.



- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Works with internal and external stakeholders to meet resource needs of IOM.
- Ability to work independently with minimum supervision.
- High sense of confidentiality.
- Personal commitment, efficiency, flexibility, and drive for results.
- Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness.

Technical

- Displays awareness of relevant technological solutions.
- Executes tasks in a timely and accurate manner.
- Coordinates and corresponds in a clear and concise manner.
- Follows up tasks to ensure timely completion.
- Seeks to improve efficiency in tracking and monitoring.

Languages:

Thorough knowledge of English language is required. Knowledge of Arabic and local languages is essential.

Qualified female candidates are encouraged to apply for this role.

To apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: southsudan@ctg.org or physically at the “**Vocational Training Centre (VTC) Abyei**”. Please make sure **the subject of your email or envelope states “Job Service Officer Abyei VTC”**, or your application might be overlooked.

IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV, Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

