

## CRS JOB DESCRIPTION

### CATHOLIC RELIEF SERVICES SOUTH SUDAN PROGRAM (P2R)

#### CRS JOB ADVERTISEMENT

**Job Title:** Project officer (Adult Literacy Officer)  
**Department:** Program / P2R  
**Band:** 7  
**Reports To:** Senior Adult Literacy officer  
**Country/Location** Duk

#### About CRS

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work is accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

#### Job summary:

The Pathways to Resilience (P2R) program is a USAID funded Title II food assistance program working with communities affected by conflict in Eastern Equatoria state (Budi and Kapoeta North County) and in Jonglei State (Duk and Akobo counties), South Sudan. The overall goal of P2R is to improve and sustain nutrition and food security in P2R operational counties by September 2023.

As a member of the P2R project team, you will plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

#### Job Responsibilities:

- plan, prepare and deliver instructional activities that facilitate active learning experiences
- develop schemes of work and lesson plans
- establish and communicate clear objectives for all learning activities
- prepare classroom for class activities
- provide a variety of learning materials and resources for use in educational activities
- identify and select different instructional resources and methods to meet students' varying needs
- instruct and monitor students in the use of learning materials and equipment
- use relevant technology to support instruction
- observe and evaluate student's performance and development
- assign and grade class work, homework, tests and assignments
- provide appropriate feedback on work



- encourage and monitor the progress of individual students
- maintain accurate and complete records of students' progress and development
- update all necessary records accurately and completely as required
- prepare required reports on students and activities
- manage student behavior in the classroom by establishing and enforcing rules and procedures
- perform certain pastoral duties including student support, counseling students with academic problems and providing student encouragement
- communicate necessary information regularly to students and colleagues regarding student progress and student needs
- keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities
- perform other duties assigned to you by your supervisor.

### **Typical Background, Experience & Requirements:**

#### **Qualifications/Experience:**

- Bachelor degree or higher from an accredited institution
- Meet professional teacher education requirements of school and state
- Single subject teaching credential or certification if teaching a specialized subject
- State certification
- Relevant teaching experience
- Knowledge of relevant technology

**Language requirements:** Excellent knowledge in both written and spoken English and knowledge in local language is an advantage (Dinka and / or Nuer ).

**Travel Required:** Not less than 50% time travelling to surrounding Payams and Bomas to undertake program activities..

#### **KEY WORKING RELATIONSHIPS:**

- **Supervisory:** REFLECT tutors
- **Internal:** Field Area Coordinator, other Sector Officers
- **External:** Partners such as Local Government Authorities, community and traditional leaders, other NGOs and UN agencies

#### **Agency-wide Competencies (for all CRS Staff)**

These are rooted in the mission, values, and principles of CRS and used by each staff member to fulfill his or her responsibilities and to achieve the desired results.

- Serves with Integrity
- Models Stewardship
- Cultivates Constructive Relationships
- Promotes Learning

#### **MEAL COMPETENCIES (for all CRS program Staff)**

- *MEAL in Design: 3*
- *Monitoring: 4*





- *Evaluation: 3*
- *Accountability: 3*
- *Learning: 3*
- *Analysis & Critical Thinking: 3*
- *ICT for MEAL: 2*
- *MEAL in Management: 1*

**Disclaimer:** This job description is not an exhaustive list of the skill, effort, duties and responsibilities associated with the position.

**CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.**

By applying to this job, I understand and acknowledge that CRS requires its staff to treat all people with dignity and respect and to actively prevent harassment, abuse, exploitation, and human trafficking. Further, I understand that if I am a successful candidate, I will be subject to a comprehensive background check, and my personal/professional references will be asked to evaluate my behaviors related to the above safeguarding-related topics.

**Equal Opportunity Employer**

**Application submission:**

Interested candidates should submit a **Non-refundable** application letters and CVs, to the undersigned not later than **March 2, 2021, 5:00PM**. Only short-listed candidates will be contacted.

**Human Resources Manager**

Catholic Relief Services

South Sudan program, Bor or (drop at any CRS Office)

Or by E-mail: [southsudanvacancies@crs.org](mailto:southsudanvacancies@crs.org)

CRS South Sudan Program is an equal-opportunity employer. In making employment decisions, it does not discriminate based on gender, ethnicity, religion or political affiliation.

*Approved by Labour office*

*Bor, Jonglei State*

