

NEWS!

Approved

Approved
by - 02/3/2023



GIRLS DORMATORY MATRON BASED IN NIMULE, SOUTH SUDAN

Drop in the Bucket is a registered international NGO that has been operating in East Africa since 2006. We work directly with underserved and marginalized communities in remote areas of Uganda and South Sudan.

Our program, Promoting Girls Education in South Sudan (ProGESS) provides secondary scholarships to vulnerable girls who have excelled academically. The aim is to provide an opportunity for deserving students, who are financially challenged, to pursue their academic dreams. Our goal is to assist them in reaching their full potential through access to quality education.

DROP is actively seeking enthusiastic, qualified and experienced candidate who is committed to our vision, mission and values to fill the opening of:

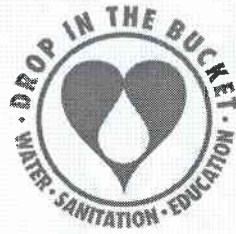
Job Title: Dormitory Matron
Position Type: Full Time National Staff
Department: Education
Location: Nimule, South Sudan
Reports to: Program Manager and Director
Reporting Date: March 20, 2023

Job Summary

The main objective of the dorm matron is to contribute to improved safety, well-being, personal discipline and academic performance of the girls living in the dormitory.

Duties and Responsibilities:

- Live and sleep in the dorm
- Serve as primary care giver in all circumstances at regular and irregular times
- Ensure students understand the scholarship is contingent on academic performance
- Monitor school work and assist when necessary
- Monitor morning prep and evening study time
- Monitor study groups, including coaching for students scoring below 30% in subjects
- Document the learning challenges and make recommendations;
- Mentor the girls with one-on-one individual challenges
- Document the challenges that should be discussed with the line supervisors
- Keep a schedule of upcoming examinations and ensure the students are well prepared
- Inform the manager and program staff about such examinations
- Provide first line medical assessment and help accompany the students to medical appointments when needed

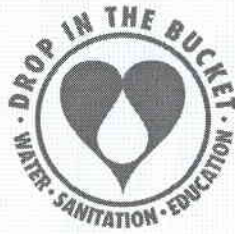


- Monitor and document students' health challenges, including identifying learning disabilities (e.g. poor eyesight) to ensure they receive treatment
- Provide mentorship to re-establish social cohesion
- Provide psychosocial support and encourage conflict coping skills
- In liaison with the Education Program Manager (EPM) ensure students adhere to the rules and regulations for the dormitory
- Oversee the safety and security of the students in the dormitory and to/from school (staying in contact with the drivers and school administration)
- Ensure the students follow routines in preparation for going to school and meal times
- Oversee the personal hygiene and give advice on menstrual hygiene management
- Liaise with the cleaner/cooks to supervise cleanliness standards or other issues of good hygiene at the dormitory, including food preparation
- Take significant role in enforcing students school attendance and dress code (including wearing the correct uniform when going to school and out)
- Inform the program manager of any unexplained student absence, and take appropriate action such as contacting parents
- In coordination with security guards, respond to calls at the gate/visitors during specified hours
- Respond to incidents as it may arise, including issues dealing with visitors
- Be signatory and to oversee signing in and out of student in the house, including school days and beginning/end of school term
- Report to manager any concerns about staff behaviour in regards to fraternizing with girls
- Supervise and keep records of any activity in the dormitory facilities
- Provide permission to student who leave the dormitory
- Record, monitor and following up on students' whereabouts at all times

Qualification/Requirements:

- A certificate or diploma in education, experience teaching in a secondary education environment is an added advantage
- A certified midwife with experience in managing adolescent girls in a learning institution
- Substantial experience in a similar role - specifically in the context of managing a dormitory or work as a senior women teacher
- Committed personality to humanitarian principles and actions
- Good oral and written English communication skills and computer knowledge
- Ability to work through line management and under limited supervision
- Experience working with children and assisting them with schoolwork
- Comfortable communicating with local leaders, parents, teachers and participating in students' activities

NB; The post holder will also be responsible for ensuring that quality initiatives are developed and implemented to address children's rights violations from abuse, exploitation, violence or neglect.



Application Process

Those who meet the requirements please submit a one-page cover letter and CV (no more than 4 pages) with details of your qualifications and work experience including three professional references. All offers of employment are made contingent upon the successful completion of all applicable background checks.

Applications send CVs, with references, to: jobs@dropinthebucket.org not later than 15th March 2023

Please Note

1. DROP is an equal opportunity employer.
2. Only finalists shall be contacted.
3. All documents submitted will not be returned and are subject to authenticity and background checks.

We encourage you to visit our website: www.dropinthebucket.org for more information about our work.