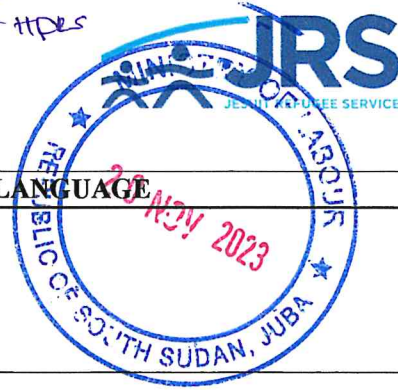


50.11.3
Approved
Labour types

Jesuit Refugee Service – South Sudan

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| EDUCATION OFFICER – ENGLISH LANGUAGE |
| Location: Renk Application Closing Date: 07 th December 2023 Position: Education Officer – English Language (1 Position) Reporting Line: Program Manager Position opened to: South Sudanese Nationals |



Organizational Context:

Jesuit Refugee Service (JRS) is an international Catholic organization, with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and unattended by others and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, many of which centred around formal and informal education needs.

Position Description

Under the direct supervision of the Program Manager, the Education Officer has the overall responsibility for the implementation of the English Language Course Program in Renk for Refugees, Returnees and Host Community. The Officer will be responsible for the development, improvement and delivery of English Language Course following the Common European Framework of Reference for Languages (CEFR) and any other curriculum as will be provided by JRS. S/he will ensure continuous learning and that there is provision of access to print electronic teaching and learning resources to refugee and host community participants in Renk. The initiative aims to improve literacy and the quality of education in Renk County, Primary and Secondary schools, and Government institutions in Renk through the enhancement of the participants' English Language skills of listening, speaking, reading, and writing.

Key Responsibilities

- Implement Education related activities in collaboration with the Program Manager and in liaison with schools, government, and education agencies.
- Carry out teaching, continuous assessments tests for the participants admitted in the English Language Programs at the identified locations following the Common European Framework of Reference for Languages (CEFR) and any other curriculum available for use.
- Prepare appropriate teaching plans and learning materials for each session and to make them available for monitoring or lesson observation, visits, and to maintain them as part of the course documentation files.
- Develop innovative curriculum-based content and resources, based on research.
- Design innovative learner centered development activities and implement them appropriately.
- Monitor, mark and assess learners' work of progress and maintain such records appropriately and to prepare learners for exams and graduation/certification.
- Chair and participate in monthly class meetings and prepare brief minutes for the meetings.
- Assist in recruiting course participants and organizing special events for English and other Education Programs.
- Produce and daily mark attendance registers and monitor the trainees' class attendance trends.
- Update the Program Manager on the day-to-day activities happening in the class and advice on the best way forward.



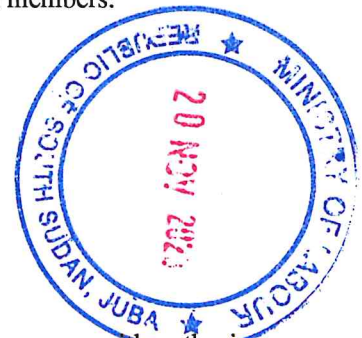
- In consultation with the Program Manager, monitor the progress of the trainees to ensure adherence to set targets and agreed implementation timeframes.
- Represent JRS at stakeholders' meetings where necessary.
- Contribute to in-house JRS capacity building/team building when requested.
- Assist in conducting trainings and workshops in JRS supported primary schools whenever assigned by the supervisor.
- Any other duty assigned by your supervisor or the Field Coordinator.

Qualifications & Experience

- Advanced Certificate, Diploma or bachelor's degree in English Language/Literature or Degree in Education with experience in teaching English Language Subject or its equivalent.
- At least 3 years' experience in teaching English Language to adults or primary school.
- Experience in managing a large class from different background.
- Demonstrated experience and commitment to working with marginalized communities.

Skills Required

- Very good analytical, strategic thinking and planning skills.
- Very good knowledge of MS word, Excel/Office, and excellent oral and written English.
- Ability to build effective partnership and collaborate with other team members.
- Patience, perseverance, and ability to work in stressful environment.
- Excellent communicability and interpersonal skills.
- Strong moral values and discipline.
- Good oral Arabic language speaking skill.



Core values

- Commitment to JRS mission, vision and values, and the ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and in advocating for their right to protection and a life in dignity.
- High integrity, honesty, and confidentiality; ability to deal tactfully, consistently, fairly, and discreetly with situations, people, and information.
- Acceptance of diversity and inclusion as a core value. willingness to work in flexible, sub-optimal and multi-cultural environments.



How to apply:

Interested candidates should submit their application to sds.recruit@jrs.net with the following documents or submit hard copy to JRS Office in Renk near UNHCR Field Office by closure of business (5:00 pm) of **December 7th, 2023**.

1. An updated cover letter demonstrating the candidate's suitability against the ideal Candidate Profile outlined above.
2. A current Curriculum Vitae with three Professional References.
3. A copy of Nationality ID.

PLEASE NOTE: Only candidates who apply by the deadline day and meet the Job requirements will be considered. Also, only shortlisted candidates will be contacted and only candidates who progress to the final oral interview stage will be informed of the outcome. **Female candidates are highly encouraged to apply.**

Commitment to Child Safeguarding:

JRS is committed to safeguarding of children (under 18 years) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS-South Sudan Staff are expected to comply with JRS Child safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

Commitment to Protection of Sexual Exploitation and Abuse (PSEA):

JRS-South Sudan takes the protection of sexual exploitation and abuse (PSEA) serious, and all the JRS-South Sudan personnel and volunteers are expected to comply with the JRS-PSEA policy and to sign declaration of commitment.

