

JOB ADVERTISEMENT FOR TVET CENTER ADMINISTRATOR

Introduction

Coalition for Humanity (CH) is humanitarian and development organisation with experience in implementing humanitarian and development/resilience projects in South Sudan. We focus on Food Security and Livelihoods (FSL), Water, Sanitation and Hygiene (WASH), Gender Based Violence (GBV), General Protection (GP), health and nutrition. Coalition for Humanity has experience in integrating projects, forming a nexus across sectors in order to leverage on resources. We consider Protection/GBV, Housing, land and property rights (HLP), peacebuilding and conflict transformation as cross cutting issues. We have successfully integrated these in WASH, FSL, Non-food items, Health and Nutrition. CH has its headquarters in Juba but with presence in Upper Nile, Unity and Central Equatoria States. Our ultimate goal is to reach out to people across the entire country South Sudan. Coalition for Humanity is committed to working with communities to build their resilience as well as to nurture the capacity of locals in delivering holistic and local context specific responses.

The organisation is now seeking to recruit a suitable qualified South Sudanese national for the position of a TVET Center Administrator.

Position description

Job title: TVET Center Administrator

Job Location: Rubkona.

Reports to: Programs Manager

Job Summary

The TVET Center Administrator will be responsible for the day-to-day management of learning activities at the center, including processing of applications, career counseling, managing learners and workers records, managing academic programs, preparing materials for classes, and organizing scholastic and non-scholastic events.

Key Responsibilities

- Ensure effective and efficient running of the TVET center to ensure compliance with legislation, including health & safety requirements and maintenance.
- Responsible for increasing the optimum utilization of training center facilities including conference, guest house and dormitories through booking/ reservation
- Oversee a high-quality training and learning activities at the center.
- Contribute to the effective promotion of the TVET center to NGOs and local partners, business sectors and work closely with other stakeholders.

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Email: info@ch-ssd.org/ **Website:** www.ch-ssd.org



- Review and respond proactively to client feedback and identify areas for improvement in the overall services of the center.
- Supervise, manage and maintain the premises to ensure uninterrupted training activities and other operations effectively and efficiently.
- Identify, communicate, network and maintain liaison with local authorities, NGOs and other organizations operating in Rubkona.
- Attend appropriate forums such as seminars, workshops, discussions, symposia to promote the activities of the center.
- Manage regular accounting records & maintain effective monitoring of cash receipts, billing, disbursements, expense and deposits.
- Ensure Vendor enlistment process and standard procurement process.
- Ensure financial record keeping, controlling, reporting and make deduct taxes as per the government rules and regulations
- Supervise TVET Center staff to ensure that activities run smoothly
- Periodically evaluate the performance of TVET staff.
- Undertake any other reasonable duties, commensurate with the job title, as may be determined by the higher Management of NGO Forum
- Ensure monthly and quarterly reports are analyzed, compiled and submitted to the head of programs for sharing with the donors.

Person Specification

a) Education

- At least a Diploma in Education, Bachelor's degree preferred.
- Certificate in computer applications.

b) Experience

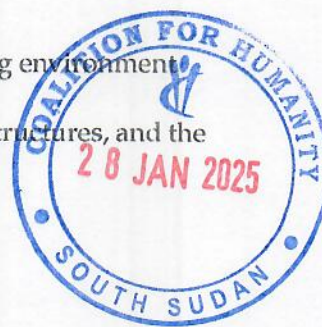
- Minimum of 3 years' work experience managing a technical and vocational training center.
- Demonstrated understanding of key principles of technical and vocational skilling, youth and women empowerment.
- Training and capacity building experience, particularly technical and vocational education programs.

c) Core Competencies

- Good communication skills, including active listening skills and written communication.
- Exceptional professionalism and interpersonal skills and an ability to work with team members and stakeholders.
- Ability to represent the organization and its objectives in highly professional manner.
- Proven knowledge and experience in community mobilization
- Ability to meet strict deadlines

d) Behavioral Competencies

- Flexibility in approach and an ability to adapt to varying demands and work hours
- Ability to identify problems and resolve them
- Ability to work with minimal supervision
- Proficiency in working on MS Office
- Ability to exercise sound judgment and to remain flexible to a changing environment
- Ability to work well with a cross-cultural team
- Familiarity with international humanitarian operations, coordination structures, and the mandates of donors, UN agencies, and other NGOs



Coalition for Humanity has zero tolerance for Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct that enshrines the principles of PSEA, always (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act by this clause.

Note:

1. The job duties and responsibilities as set out above are not exhaustive and the post holder maybe required to carry out additional duties within reasonableness of their level of skills and experience

How to apply

Applications should include an updated **Curriculum Vitae (CV)**, Driving license, National ID and cover letter. Applications to be submitted to jobs@ch-int.org or delivered to our Head office in Juba or to the Field Officer in Rubkona before 14th February 2025. **Female applicants are Strongly encouraged to apply**

Note: Indicate the position you are applying for in the subject of the

