

STAR TRUST ORGANIZATION

Program Office
Kuzee, Plot 13-14
Yambio, South Sudan
Tel: 0922644633



Liaison Office
Muniki Block A Plot 158
Juba, South Sudan
Tel: 0922633622

Email: info@sto-ss.org

Website: www.sto-ss.org

December 2nd, 2019

Job Advertisement for the Position of Tutors

Star Trust Organization (STO) is a National Non-Governmental Organization (NNGO) with special focus on Food Security and Livelihoods (FSL). STO is seeking suitable candidates to support its Sustainable Livelihoods Skills Training activities in Yambio.

Job Title: Tutors
Location: Yambio
Closing Date: December 16th, 2019
Effective Date: *Immediate Occupation*



Job Purpose

Develop, administrator and deliver sustainable livelihood Skills Training to Women in Yambio County.

Job requirements

Experience of teaching adult learners to gain essential Sustainable Livelihood Skills in the areas mentioned below. The successful candidate must have the ability to assess learners' needs, design and deliver learning programmes and possess the commitment to enable all learners to achieve their full potential.

Job Vacancies

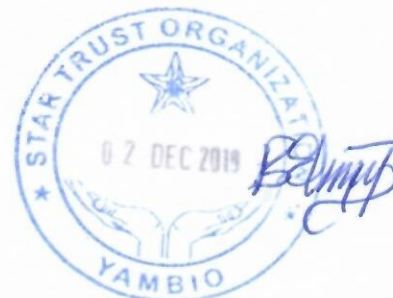
S/N	JOB TITLE	SECTOR	REMARKS
1	Tutor	Ornamentation and decorations	<i>Immediate Occupation</i>
2	Tutor	Bakery and Pastry	<i>Immediate Occupation</i>
3	Tutor	Hair Dressing and Beauty Care (Salon)	<i>Immediate Occupation</i>



4	Tutor	Catering and Hospitality	<i>Immediate Occupation</i>
5	Tutor	Poultry	<i>Immediate Occupation</i>
6	Tutor	Fruit/Food Processing	<i>Immediate Occupation</i>
7	Tutor	Embroidery	<i>Immediate Occupation</i>
8	Tutor	Tailoring	<i>Immediate Occupation</i>
9	Tutor	Vegetable Production and Marketing	<i>Immediate Occupation</i>

Key Accountabilities

- Planning agreed training activities to meet course aims and objectives, including syllabi and reviewing and revising training materials as part of continuous quality improvement. Preparing individual lesson plans, planning learning activities, using high quality learning materials, equipment and resources to maximize productive and effective learning opportunities for trainees.
- Maintaining accurate records, including student attendance, records of work and levels of achievement and presenting reports to the management timely
- Establishing and maintaining positive and professional relationships with trainees, to create an appropriate environment for learning.
- Managing resources within budget; carefully managing the use of equipment and resources, actively encouraging trainees to value them.
- Prepare and execute upon daily lesson plans for classes and teach classes, in a manner consistent with the philosophy, policies, and guidelines of good quality learning environment.
- Work individually with trainees who require extra help, have questions about course information, want career guidance, or who need assistance in their studies.
- Prepare, review, and revise course guides, syllabi, and appropriate curriculum materials for bakery and pastry along with other relevant educational materials.
- Working with other training colleagues, including attending general STO staff, project specific and donor meetings
- Working with colleagues in other departments/projects to enhance to ensure complementarity of projects
- Work closely with state, County and payam and or boma authorities and foster conducive collaboration including INGOs/NGOs, UN agencies etc



PREFERRED QUALIFICATIONS AND EXPERIENCE

- A minimum of three (3) years' experience which includes managerial level duties and responsibilities in the area/enterprise applied for.
- Previous instructional experience preferred, with a strong preference given to a record of academic experience
- Bachelor's degree or high in the field applied for.
- Advanced professional certification will be an added advantage
- Strong written and oral communication skills, including the ability to break complex concepts down to an appropriate level for trainees.
- Ability to identify learning outcomes, and execute plans to achieve those objectives with trainees.
- Strong teamwork, organizational and interpersonal skills; ability to be adaptable, dependable and handle multiple priorities simultaneously.
- Ability to stay abreast of industry trends and breakthroughs, and incorporate into curriculum.
- Skilled in the use of Microsoft Office applications, including e-mail software, Excel, Word, and PowerPoint.
- Uphold high level integrity which represents STO.

How to Apply

Interested candidates should submit applications containing updated CVs, and copies of relevant documents via email to: jobs@sto-ss.org or hand deliver to **STO Office in Yambio**.

The position must be clearly indicated in the subject-line of the email, or on the envelop.

Deadline for Applications is **December 16th, 2019, at 05:00pm** South Sudan time.

Note! Due to urgency to fill these positions, applications will be screened as they are received. If interested, submit your application immediately.

Please note that:

- Female candidates are encouraged to apply
- Only shortlisted candidates will be contacted

Original Certificates Should **Not** be submitted (only photocopies, or scanned copies).

