



50-H-3
Approved by Senior Inspector
MOLIPESKI
25/11/2022



JOB DESCRIPTION- VOCATIONAL TUTORS

Applications are invited from qualified individuals for the position of Vocational Tutors in the areas of Motorbike Repairs, Mobile Phone Repairs, Brick making and Masonry.

CONTEXT

Together in Transformational Initiatives"- Titi foundation is a Women-led national non-governmental organization (NNGO) registered in South Sudan. Founded in 2016, we promote progress, peace and prosperity. Its strategy is to embrace a community-participatory approach in handling Health-related challenges, Food Security and Economic Livelihoods, Climate change, Shelter Non Food Item, WASH, Protection, Sexual Gender-Based Violence, Education, Housing Land & Property, Conflict management & peace building, Women and youth empowerment.

SUMMARY

The Youth for Works project aims to strengthen employment skills, economic livelihood and market development opportunities among the youths in acute food insecurity in Kajo keji County-Central Equatoria State. Under the project's second work stream that covers education and skill-building – Will be delivered online courses and face-to-face training and will cover technical /vocational areas, agronomic practices, computer literacy, entrepreneurship, and business management skills.

The Vocational trainer is directly responsible for designing a comprehensive vocational implementation plan for students referred in accordance with project policies, procedures and curriculum. The Vocational trainer should be able to deliver a measurable plan and structure for delivering a quality education. The trainer will also identify the learning outcomes, standards and core competencies that students must demonstrate before receiving their qualifications. It is therefore necessary to have Vocational Tutors who will impart theoretical concepts for students' understanding and practical sessions to enable them to actualize what they have learnt.

The Tutors will train students for the stipulated time period:

- Mobile Phone Repair for 1 month
- Motorbike Repair for 3 months
- Brick making and Masonry for 3 months

The Vocational trainer provides evaluation designs for situational vocational assessments within the project and community environments and coordinates educational and supportive services necessary to implement each Education Plan (EP) with integrity. This position is based in Kajo Keji, Central Equatoria State.

Report To: Project Manager

Essential Job Functions:

1. Actively participate in the development of students' Educational Plans (EPs) according to program guidelines for the project.



2. Provide technical vocational training both theoretical and practical to students for the purpose of ensuring students gain knowledge in the afore mentioned subjects.
3. Design a comprehensive vocational assessment plan for all students to appropriately determine outcomes for the purpose of insuring students understand the course work.
4. Compile and maintain necessary records, EPs, and reports for the purpose of maintaining accurate student records.
5. Develop and provide evaluation designs for situational vocational assessments within the training center and community environments for the purpose of providing students with the necessary experiences to prepare students for employment.
6. Develop a vocational profile showing current strengths and weaknesses as related to general job skills and work habits for the purpose of assuring all students attain appropriate levels of achievement in areas fundamental to their continuing development.
7. Maintain appropriate student behavior control and participate in the development and implementation of behavior intervention plans with integrity when appropriate for the purpose of classroom management and providing a safe, learning environment for all students.
8. Maintain effective communication with students, staff and administration for the purpose of collaboration and planning.
9. Participate in team meetings and EP meetings to address student needs.
10. Participate in building or program activities and meetings as appropriate for the purpose of team building and adherence to TITI Foundation policies and procedures.
11. Prepare a work plan to assist in the training of students in an organized and timely manner.
12. Proficiently use technology to communicate, collect and analyze data, and compile reports for the purpose of efficiently reporting information and communicating in a timely manner.
13. Provide input to administration on professional goals and evaluation as appropriate for the purpose of evaluating project initiatives.
14. Use data-driven decision making to monitor student performance and make vocational decisions as appropriate for the purpose of implementing effective interventions to facilitate student progress.

OTHER FUNCTIONS:

1. Assume appropriate roles as adult model, behavior manager and educator.
2. Continue professional growth.
3. Communicate effectively and respect human diversity.
4. Assume other duties and special projects as assigned.
5. Support TITI Foundation Goals and Objectives.





Job Requirements:

a) Minimum Qualifications:

- Bachelor's degree in relevant content area of vocational curriculum, adult education, or related field. Experience performing the duties of this job may substitute for the degree requirement on a year for year basis for Motorbike repairs, Mobile phone repairs and Brickmaking & Masonry.
- Demonstrated work experience providing training to adults in relevant content area of vocational training: Motor bike repairs, Mobile Phone Repair, Brick making and Masonry, Basic computer Literacy, Village Savings and loans Associations (VSLA) & entrepreneurship and business management skills.
- Ability is required to independently problem-solve, schedule daily activities, time keeping, model good communication and to communicate and work effectively with professionalism.

b) Responsibilities include:

- Completing updates within specified timeframes, working collaboratively with team members, and administration, managing time and schedule efficiently, visiting and developing off site job placements, planning and implementing appropriate lesson plans.
- Managing classroom activities and scheduling appropriate activities, using specialized equipment effectively, maintaining confidentiality, meeting deadlines and schedules and making data-driven decisions for meaningful educational activities.

Working Environment:

1. To perform the physically demanding job functions, strength and/or endurance for lifting, carrying, pushing and/or pulling are required for Motorbike repair Tutors and Brick making and Masonry vocational Tutors.
2. To perform the most physically demanding job functions, the physical body movement of stooping, kneeling, crouching and/or crawling is required for Motorbike repair Tutors and Brick making and Masonry vocational Tutors.
3. To perform physically demanding job functions, the upper extremity physical capabilities reaching, handling, and/or fine motor dexterity are constantly required for Mobile Phone repair and motorbike vocational Tutors.

APPLICATION: The application deadline is **WEDNESDAY, 14-DECEMBER 2022, 5pm** Juba time. However, please note that the applications will be received on a rolling basis. We look forward to receiving Curriculum Vitae (CVs) as well as references of other similar assignments.

Please email your application to: titifoundationss@gmail.com or drop your application to TITI Foundation Offices in Juba and Kajo Keji.

Mark in the Subject Line: Vocational Trainer for YFW Project

Note: TITI Foundation will consider competent organizations, candidates or agencies irrespective of age, gender, nationality or religious affiliation to apply for this Vocational Tutoring opportunity.

