

50-H-3
Approved by
Inspector of Labour
01/02/2024



Terms of Reference (TOR)

Position:	Education Assistant
Location:	AKOBO West County, Jonglei State
Duration:	1 year with possibility of extension depending on performance and funding
Report:	Education Officer
About Aid Link Organization (ALO):	<p>Aid Link Organization (ALO) is a women-led, non-profit, non-governmental, non-political, and non-sectarian National NGO. It was incorporated in 2013 and is legally registered with the Relief and Rehabilitation Commission (RRC) at the national level under the NGO Act of 2016, operating under the Ministry of Humanitarian Affairs in the Republic of South Sudan, with Certificate Reg. No.: 1691.</p> <p>Vision: Functioning to advance and sustain values, ALO aims to create an enabling environment and processes in which every woman and girl can exercise her human rights and live up to her full potential.</p> <p>Mission: ALO is dedicated to advancing social, political, and economic equality for women and girls, setting global standards for achieving gender equality in South Sudan.</p>
Position Summary:	The Education Assistant will be under the supervision of the Education Coordinator. He or she will facilitate all aspects of activity implementation in the relevant project location, ensuring that objectives are met and minimum standards are applied.



Position Overview:

Aid Link Organization (ALO) is seeking a qualified and motivated individual to fill the position of Education Assistant. The selected candidate will play a vital role in supporting the successful implementation of education programs in Akobo West, collaborating closely with the field office and the Project Officer. The Education Assistant will be responsible for SSJR funded program implementation, monitoring and evaluation, as well as external communications.

Position Responsibilities and Duties:

1. Program Implementation:

- Facilitate the implementation of all Education activities within the scope of the program in Akobo West.
- Participate in community mobilization, including capacity building of partner staff and training of volunteers.
- Support all project-related procurements adhering to ALO's policies and donor standards.
- Assist in the identification of beneficiaries in collaboration with partner staff.
- Ensure beneficiary access and participation in all project activities.

2. Monitoring, Evaluation, and Learning (MEL):

- Participate in needs assessments and program development activities.
- Support the documentation of best practices and lessons learned.
- Assist in the production of project reports, including Impact Assessments.
- Conduct regular monitoring of all field activities.
- Archive all project-related documents.
- Assist in the collection and entry of all project data.

3. External Communications:

- Maintain relations with project beneficiaries, partners, and stakeholders.

Requirements:

- University degree in humanitarian/development studies and/or closely related field to education and teaching.
- Minimum of two years of professional experience working in the humanitarian sector.
- Experience in working with national partners is an asset.
- Fluency and competency in local diet is an added advantage.
- Ability to work flexible hours.
- Ability to plan and organize work, establishing priorities.
- Supports and encourages open communication in the team, facilitating teamwork.
- Ability and willingness to travel extensively from the field to the head office.
- Strong organizational skills and ability to manage multiple tasks simultaneously with attention to detail.
- Ability to work independently and creatively.
- Proficiency in IT, especially Microsoft Office.

ToR Education Assistant



AID LINK ORGANIZATION (ALO)

ALO Values: We uphold the Humanitarian Principles: humanity, neutrality, impartiality, and operational independence. We affirmatively engage the most vulnerable communities. We value:

- Inclusiveness
- Transparency and accountability
- Agility and innovation
- Collaboration
- Sustainability

The Education Assistant is expected to embrace and demonstrate these values in their day-to-day work, contributing to the overall success of ALO's mission and vision.

Application process: *The recruitment process will be on a rolling basis*

If you are interested in this job, please email your cover letter, CV and academic certificates in English to info.aidlinkssd.hr@gmail.com and mention the Job Title in the subject line. Hand deliveries can be done at the following physical address: **Hai Mijiki third class, Jebel Souk, for more information please contact this number: +211 922 227 617**

Applications close on **20th February 2024.**

Female and persons with disabilities are highly encouraged to apply



ToR Education Assistant

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