

**Community Aid for Relief and Development (CARD)**

**AIC/ICCO Compound, Hai Tarawa, Juba**

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**Email,cardsouthsudanprogram@gmail.com**

**Date: 28th-September 2021**

**Vacancy/Job Advertisement**

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| --- | --- |
| Position | Education project Assistant |
| Reports to | Education project Officer |
| Duty stations | Tambura |
| positions | 1 |
| Duration | 9 Months |
| Deadline for submission | 14th- October 2022 |

**CARD Background**

CARD was legally registered by the Ministry of Justice and South Sudan Relief and Rehabilitation Commission (SSRRC) in 2011. We are a leading national Humanitarian and Developmental organization prioritizing in areas of Food Security and livelihood, WASH, Education, Health to tackle the convulsive crisis affected vulnerable communities through community mobilization, capacity building advocacy and empowering them at the grass root level. CARD works to build relations with communities and other actors to enhance our understanding of the local context and the multiple stake holders.

**Job brief**

Works under the direct supervision of the Education Project Manager to ensure quality planning, delivery of Project activities, utilization of financial and other resources, monitoring and evaluation as well as manages project staff, fosters strategic relationships/partnerships with ministry of education, science and technology and other relevant ministries, departments and or agencies, children/students, teachers, school committees and community based structures.

**Role and Responsibilities**

* Provision of administrative support to workshops, meetings and functions
* Ensure that there are adequate supplies of all items necessary for the smooth function of the education section.
* Ensure effective management of all educational material.
* Facilitate the purchase of section/office supplies and stationary.
* Remain aware of stock levels of stationary; books; educational items, leaflets and prepare lists of items that need to be ordered.
* Ensure that the specific stationary required for training or/and workshops is available for workshop facilitator/trainer to collect.
* Ensure that the lists of project supplies are regularly updated and receives appropriate follow up.
* Cost, requisition and coordinate activity participants' entitlements.
* Cost, requisition and administer working advances, including YEP teachers' payments, field-based resource person’s payments and activity participants’ payments in compliance with CARD policy
* Ensure that the project filing system is maintained correctly including all receipts and vouchers before further processing.
* Ensure that all documentation of the project is filled promptly and correctly and archived where necessary
* Remain aware of travel arrangements of education staff.
* Liaise between logistic team, travel agents, consultants and /or staff to book, change, confirm and finalize travel arrangements and conferencing where necessary.
* Process and communicate the weekly travel plan to concerned section.

**Safe guarding policies**

* Follow the CARD Code of conduct
* Ensure staff, beneficiaries and associate are aware of reporting mechanisms and maintain confidentiality of safeguarding concerns reported

**Requirements and skills**

* Good understanding of community development and gender, education issues and/or training skills.
* Familiarity of background from Technical & Vocational Education & Training programs is a plus.
* The Education project assistant shall be a team player skilled in participatory approaches and proficient in IT based documentation and report writing.
* Good reading and report writing skills in English.
* Good computer skills (word processing, excel and power point).
* Good interpersonal skills.
* Ability to work with a minimum of supervision, exercise judgment, meets deadlines and work under pressure.
* Willingness to work at the project sites.
* Experience in working in the area of community development and/or with non-governmental organization is helpful

**NB: Female candidates are strongly encouraged to apply. Because of the urgent need of the position we may recruit before the deadline of the position.**

**How to Apply**

**All applicants should include CV, all relevant copies of official documents and should be submitted by Email at: community** **cardsouthsudanprogram@gmail.com**