



**THE LUTHERAN WORLD FEDERATION, WORLD SERVICE
SOUTH SUDAN COUNTRY PROGRAM**

Position type: Secondary School Teacher (Information and Communication Technology Instructor)

Number of Positions: 1 (One)

Duty Station: Maban

Contract type: Fixed term with possibility of extension depend on funding & performance

Report to: Secondary School Head Teacher

Employment start date: 01st August 2022

Advert Closing date: 22nd July 2022

Job status : Non - Relocatable

POSITION ROLE

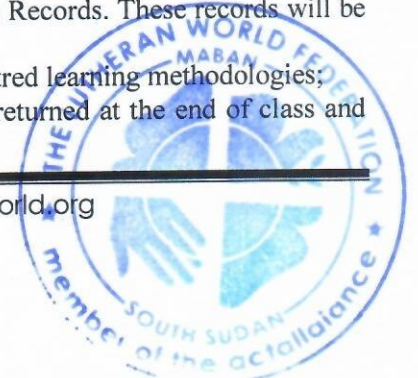
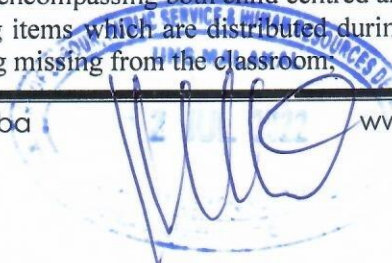
The position holder will be in charge of the safety and staff Welfare related to the development, implementation and monitoring of an effective strategy to mitigate risk, maintain continuity of operations, and therefore secure the safety and security of all employees.

BACKGROUND

The Lutheran World Federation/ World Service (LWF/WS), South Sudan Programme strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to vulnerable communities to enable them meet their basic human rights and needs in line with its Moto, vision and mission statements.

KEY RESPONSIBILITIES

- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to maximizing of student attainment.
- To assist in the process of curriculum development in ICT and Computing so as to ensure the continued relevance to the needs of students.
- To ensure that the equipment is in good working order and suitable for teaching use.
- Assist in the delivery of ICT Safety, including all aspects of e-safety
- Ensure that there is proper documentation for attendance (class registers) for your designated classes;
- Prepare adequately and appropriately professional teaching documents such as the Scheme of Work, Lesson Plans, Lesson Notes, Records of Work Covered and Learners Progression Records. These records will be checked by the Deputy Head Teacher and/or Head Teacher;
- Use teaching techniques encompassing both child centred and teacher centred learning methodologies;
- Responsible for ensuring items which are distributed during classes are returned at the end of class and shared items do not going missing from the classroom.



- Prepare and submit reports of his/her class to the Deputy Head Teacher and/or Head Teacher when required;
- Sets examinations, marking and analyzing the results for submission to the Deputy Head Teacher by an agreed timeframe.
- Keep accurate records of student's progress (i.e. examination results) and compiling this on a termly basis for submission to the Deputy Head Teacher;
- Report issues of irregular attendance to the Deputy Head Teacher;
- Work with the Deputy Head Teacher and Head Teacher to organize mobilization campaigns at Secondary School and in the local communities to increase enrolment and support regular attendance;
- Maintain discipline in the school and adhere to school rules and regulations;
- Ensure that all urgent education issues are discussed with the Deputy Head Teacher and/or Head Teacher immediately.
- Ensure that there is absolutely zero tolerance for corporal punishment, abuse or aggression
- Support Maban base with IT needs.

Staff Management

- The Secondary School Teacher does not manage any staff but is expected to provide a leadership role within the school, inspiring and motivating children;
- Secondary School Teachers are expected to support with the PTA (Parent Teacher Association) and Student Bodies in the School;

Coordination

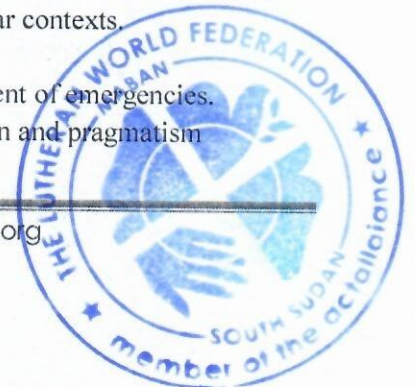
- Attend all meetings as organized by the Deputy Head Teacher /or Head Teacher of Secondary School
- Organizes and participates in co-curriculum activities (e.g. sports clubs, journalist clubs, environmental clubs, debating clubs)
- Coordinate closely with the Deputy Head teacher regarding donor and media visits to Secondary School ensuring all the required preparation is completed thoroughly and on-time.
- Highlights cases of concern to the Deputy Head teacher and/or Head teacher to refer children to the appropriate support services.
- Other
- Perform additional tasks as required as directed by the Deputy Head Teacher or Head Teacher.
- Report any violation of the code of conduct and child protection policy of LWF/DWS

QUALIFICATION AND EXPERIENCE

- Bachelor degree in Information Communication Technology or related field from a recognized institution
- Formal ICT training or demonstrated experience in ICT management is of added advantage
- At least 2 years of practical relevant experience in a similar role with demonstrated capabilities in planning, organizing and executing instruction of ICT, preferably in South Sudan or in similar contexts.
- Strong facilitation skills essential with experience in teaching ICT subjects.
- Ability and willingness to dramatically change work practices and hours, in the event of emergencies.
- Excellent interpersonal and communication skills including influencing, negotiation and pragmatism
- Excellent analytical skills

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- Excellent interpersonal skills and Team player
- Ability to train and willingness to share knowledge
- Excellent subject knowledge
- A full awareness of the current issues relating to the developments of teaching ICT in schools
- Teaching experience at secondary level is desirable
- Enthusiasm and passion for ICT and the ability to convey this to students.

APPLICATION PROCESS

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Juba Recruitment.southsudan@lutheranworld.org.
- Hand Delivery is accepted to Maban field office only. Applications by email should come with the subject 'Application for Secondary School Teacher (Information and Communication Technology Instructor) Maban. Emails or applications that don't have that in the subject box or on an envelope will not be considered.

Female candidates are encouraged to apply. Only shortlisted candidates will be called for interviews.

Child Safeguarding:

LWF is a child safe organization and is fully committed to promoting the realization of children's rights including the right to protection from violence and abuse. We therefore, have particular responsibilities to children we work and come into contact with to keep them safe from any harm or risk. In line with LWF policy, any appointment is contingent on thorough criminal record checks.

