

# 50-4-3  
Approved by  
Inspector  
MOL  
25/8/2022

Jesuit Refugee Service – South Sudan



**EDUCATION OFFICER – TEACHER TRAINING TUTOR**

**Location:** Maban, South Sudan

**Application Closing Date:** 14<sup>th</sup> September 2022

**Position:** Education Officer – Teacher Training Tutor (2 Positions)

**Reporting Line:** Assistant Education Coordinator-Teacher Training

**Position opened to:** South Sudanese Nationals

**Organizational Context:**

Jesuit Refugee Service (JRS) is an international Catholic organization, with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and unattended by others and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, many of which centred around formal and informal education needs

**Position Description**

Under the direct supervision of the Assistant Education Coordinator-Teacher Training, s/he has the responsibility for the implementation of the Teacher Training Program in the refugee camps and the host community. The position serves within the onsite tertiary education partnership between Solidarity with South Sudan Teachers' Training College (STTC) and Jesuit Refugee Service (JRS). The person is responsible for the development/improvement and delivery of teacher training and development initiatives (comprising a 2-year (2100 hours in total) professional course in Primary Teacher Education (TE), professional development workshops, consultation assistance, continuous learning, and the provision of access to print and electronic teaching and learning resources) for refugee and host community teachers in Maban. The initiative aims to improve the quality of education in primary schools in Maban through the enhancement of primary teachers' capacities.

**Key Responsibilities**

- Implement the Education related activities in collaboration with the Education Coordinator and in liaison with schools, government, and education agencies.
- Carry out teaching, ongoing assessments for the trainees admitted in the in-service and pre-service programs both in the camps and Arrupe Learning Centre following the University of Juba Curriculum or any other curriculum which will be available for use.
- To prepare appropriate plans and learning materials for each session, to make them available for monitoring or lesson observation visits and to maintain them as part of the course documentation files.
- Develop innovative curriculum-based content and resources, based on research
- Design an innovative teacher development activity and implement them appropriately
- To monitor, mark and assess learners' work and progress and maintain such records as appropriate and to prepare learners for exams and accreditation.
- Chair and participate in monthly class meetings and prepare brief minutes for the meetings.
- Assist with recruitment of trainees and organizing special events for the in-service and pre-service program.
- Mark the attendance registers and monitor the trainees' class attendance trends.
- Update the Assistant Education Coordinator-Teacher Training on the day-to-day activities happening in the class and advice on the best way forward.



- Assist in conducting trainings and workshops in conjunction with the Education Officer in charge of Learning Spaces.
- In consultation with the Assistant Education Coordinator, monitor the progress of the trainees to ensure adherence to set targets and agreed implementation timeframe and take follow up actions in conjunction with the Project Office.
- Representing JRS at the stakeholders' meetings, as necessary.
- Contribute to in-house JRS capacity building as requested.
- Any other duty assigned by the supervisor or the Education Coordinator and/or Project Director.

**Personal qualities:**

- **Passion:** Passionate about education, teaching, and learning
- **Adaptability:** Able to endure basic living and working conditions for a duration of time
- **Autonomy:** Autonomous and able to take initiatives within the limit of the rules set up by the supervisor
- **Respect:** Open-minded, respectful of the community with whom JRS values and works with.
- **Adherence:** Adhere to the internal rules and, more particularly, the JRS staff and security rules.

**Qualifications & Experience:**

*Essentials:*

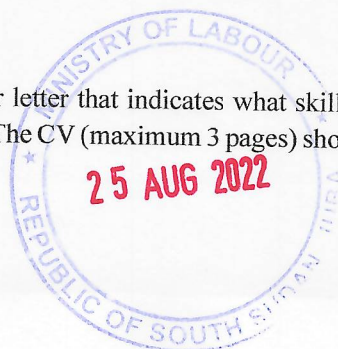
- ✓ Bachelor's Degree in Education or its equivalent.
  - ✓ At least 3 years' experience in Primary Teacher Training/Tutoring
  - ✓ Experience in managing people/teams.
  - ✓ Demonstrated experience and commitment to working with marginalized communities.
  - ✓ Very good analytical, strategic thinking and planning skills.
  - ✓ Very good monitoring and evaluation skills/experience.
  - ✓ Very good knowledge of MS word, Excel/Office.
  - ✓ Excellent oral and written English.
  - ✓ Ability to build effective partnership and collaborate with other team members
  - ✓ Patience, perseverance, and ability to work in stressful environment
  - ✓ Excellent communicability and interpersonal skills
  - ✓ Well-organized and committed
  - ✓ Creative and energetic
  - ✓ Strong moral values and discipline
- Desirable:
- ✓ Experience in teaching
  - ✓ Oral Arabic language

**Core values**

- Commitment to JRS mission, vision and values, and the ability to convey with enthusiasm JRS's role in accompanying and serving forcibly displaced people and in advocating for their right to protection and a life in dignity.
- High integrity, honesty, and confidentiality; ability to deal tactfully, consistently, fairly, and discreetly with situations, people, and information.
- Acceptance of diversity and inclusion as a core value. Willingness to work in flexible, sub-optimal and multi-cultural environments.

**Submission Requirements**

Please send your CV and a cover letter that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email)



for three referees. Please note that only official email addresses for referees will be accept. Kindly send the application to [sds.recruit@jrs.net](mailto:sds.recruit@jrs.net) by **5:00pm** closing date **14th September 2022**. The subject of the email should be 'Education Officer – Teacher Training Tutor'.

**PLEASE NOTE:** due to urgent need to fill this vacant position, we will be reviewing the application as we receive. Only candidates who apply by the deadline and who can demonstrate experience of overall Teacher Training Tutoring processes should apply. Only short-listed candidates will be contacted and only candidates who progress to the final oral interview stage will be informed of interview outcome. **Female candidates are highly encouraged to apply.**

**Commitment to Child Safeguarding:**

JRS is committed to the safeguarding of children (under 18 years) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS-South Sudan Staff are expected to comply with JRS Child safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

**Commitment to Protection of Sexual Exploitation and Abuse (PSEA):**

JRS-South Sudan takes the protection of sexual exploitation and abuse (PSEA) serious, and all the JRS-South Sudan personnel and volunteers are expected to comply with the JRS-PSEA policy and to sign declaration of commitment.

