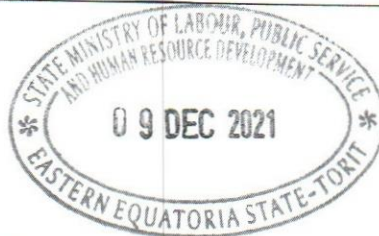


Approved
09/12/2021
[Signature]



THE LUTHERAN WORLD FEDERATION, WORLD SERVICE
SOUTH SUDAN COUNTRY PROGRAM

Position type: Re-Advertisement for Vocational Skills Trainer
Number of Positions: Three
Duty Station: Magwi
Contract type: Fixed term with possibility of extension depend on funding & performance
Report to: Project Officer-Livelihoods & Training
Employment start date: January 2022
Advert Closing deadline: 29/12/ 2021

Background:

The Lutheran World Federation/Department for World Service (LWF/DWS) South Sudan Programme was established in 2009 and strives to provide humanitarian assistance (emergency/relief, rehabilitation and development work) to refugees, IDPs, returnees, host community and other vulnerable communities to enable them meet their basic human rights and needs in line with its vision and mission statements, and core values. The activities of LWF include education, child protection, food security, emergency, community protection and capacity building of local authorities and community members. LWF Currently works in 5 of the 10 states of South Sudan including Central Equatoria, Eastern Equatoria, Jonglei, Upper Nile and Unity. This position will be based in Magwi County of Eastern Equatoria with regular work-related travels to Torit and Juba.

Duties and Responsibilities:

Under the guidance and direction of Project Officer- Livelihoods & Training, the **Vocational Skills Trainer**, substantially contribute to the effective management of LWF/WS and livelihoods project components, particularly –**Vocational skills development related activities**. She/he will support in the implementation of vocational skilling related activities within established LWF South Sudan Program guidelines and procedures.

Reporting and Communication lines

The **Vocational Skills Trainers**, reports to the Project Officer-Livelihoods and training. He/she shall work in close collaboration with the Project Manager, Education Officer, Project Officer-Protection and Social Cohesion, WASH assistant, Finance Officer, Log/Admin Officer, Area Coordinator among other members.

Specific Task:

- Take part in the selection of trainees, evaluating their interest, capacities, skills and availability to take part in vocational trainings and ensure that there is proper documentation for enrolment and attendance of the trainees

NCA Compound, Buluk, Juba

www.lutheranworld.org



- Ability and past experience of teaching basic business management skills
- Ideally computer literate and able to use Microsoft Word at a basic level
- Demonstrated ability to work in a team with strong interpersonal skills
- Positive and optimistic attitude and approach to work
- Desirable past experience of working in remote areas
- Ability to meet deadlines and prioritize work under pressure and demonstrated resourcefulness
- Takes responsibility for own work and promotes high standards.
- Anticipates problems and regularly provides solutions
- Good organizational awareness and communication skills
- Able to work in a challenging environment.
- Valid motor cycle riding permit is an asset

Application Process

- All applicants must send their application letter and updated CV and supporting documents to the Human Resource office in Juba through Email: Recruitment.southsudan@lutheranworld.org
- Hand delivery is accepted and should be send to LWF office NCA Compound, Buluk, or Magwi field office, which shall be registered at the reception. LWF Magwi Field office is along Magwi PHCC road, 60 meters away from Abara road. Applications by email should come with the subject "Vocational Skills Trainer". Emails or applications that don't have that in the subject box 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.



- Plan and deliver instruction and training both theoretical and practical to the trainees in line with their competence. This includes demonstrating the use of equipment and supervising the trainees.
- Plan in coordination with the other vocational trainers the use of the Vocational Training facilities
- Attend to duty regularly and to all lessons allocated on the timetable.
- Provide adequate learning exercises to the trainees
- Carry out assessments as directed by the Livelihoods and Training Officer to monitor the progress of the trainees. Submit regular reports on the progress and achievements of trainees and make programme recommendations as appropriate.
- Produce end of course examination papers and a practical assessment, mark and grade the trainees and produce certificates for the trainees who successfully complete the course.
- Ensure maximum standards of health and safety are observed and maintained during classes at the training center.
- Meet agreed targets for the production of items and record the items produced by each trainee.
- Provide maintenance of the items used during the training.
- Develop a scheme of work, lesson plans, instruction sheets and teaching aids.
- Train the trainees on how to set up, manage and maintain a small scale businesses to promote self-reliance after the course completion.
- Ensure there are adequate materials and equipment in the training center, report faulty equipment and keep equipment in good condition.
- Support the trainees to develop basic book keeping skills that would be required if they were to run their own businesses.
- Working closely with the Livelihoods and Training Officer to ensure that achievements and lessons learned are properly documented to representatives of the Education Department and other sectors as required.
- Maintain training records to a high standard as well as preparing and submitting weekly reporting forms and monthly updates to the Livelihoods and Training Officer
- Contribute to writing case studies and success stories about the training programme.
- Contribute to the achievement of the Training objectives through hard work and an effective working relationship with other team members and the trainees.
- Perform additional tasks as required to achieve project objectives
- Participate in good practice dissemination events and embed good and innovative practice in classes to enhance the learning experience of the trainees.
- Report any violation of the code of conduct and child protection policy of LWF/DWS.
- Perform any other functions that may be assigned by the immediate supervisor

Minimum Qualifications and Personal Specification:

- An advanced certificate in Vocational training is essential (a diploma from a technical institute is advantageous)
- Excellent skills in training facilitation and assessment within vocational training area (Tailoring and garment cutting, carpentry and joinery, Brick laying and concrete practice, Cosmetology (hair dressing saloon), Motor vehicle/cycle repair, Cottage industry (art and craft), Electric installation, Metal works and metal fabrication, Agricultural Skilling, Secretarial training (Computer, printing, Photocopying binding and lamination) and others)
- Strong spoken Arabic (local language skills are an advantage)
- Intermediate level of English (speaking, writing, reading)
- 1 to 2 years' experience teaching classes

