



**JOB VACANCY: Program Assistant (1 position)**

**AVSI Foundation** is a global non-governmental organization with headquarters in Italy. Its mission is to support human development in developing countries according to the social teaching of the Catholic Church: recognizing the uniqueness of each person, who as such cannot be reduced to a number within an anonymous category such as “the poor, the sick, and the disabled”. Furthermore, every person and every community represent a resource, regardless of their vulnerability. This is why AVSI works to help people in becoming aware of their own value and dignity. AVSI is operating in South Sudan since 2005, implementing medium to long-term sustainable health, education, water & sanitation, food security and emergency relief programmes.

The organisation is now seeking to recruit suitable qualified South Sudanese nationals for the positions of **Program Assistant**.

**Duty Station:** Isohe, Ikwoto County, Eastern Equatorial State, South Sudan;

**Department:** Education (Distance Support Program).

**Starting Date:** Successful candidate should be ready to start work within 1 week from the date of confirmation of employment.

**Aim of the Position:** The Program Assistant will track education activities of Distance Support Program in schools and communities in Ikwoto, Torit and Magwi Counties.

**Specific Tasks and Responsibilities:**

- Review compiled forms and reports by social workers about the children for both internal use and external circulation.
- Support in regular monitoring and supervision of activities of social workers and community mobilizers/education promoters in schools.
- Support social workers and community mobilizers/education promoters in Carrying out regular follow-up in villages/children’s homes of non-reporting pupils enrolled in the programme and/or of any specific issue/case regarding children under support.
- Liaise with the social workers and community mobilizers/ education promoters to follow-up individual cases referred for assistance.
- Support the program Manager in recommendation and development of ideal interventions to address needs of vulnerable families.
- Support in planning and implementation of activities that promote community involvement in education, regular attendance and participation of children at school with special attention to girls.
- Liaise with the school management and county education department to carry out fitting extra curricula activities for pupils (home economics trainings; hygiene sessions, debates, games and sports, etc.).
- Support in Planning and organizing of distributions of items for the selected children under the AVSI DSP scholarships program.
- To act as liaison between the social workers, community mobilizers/education promoters, and the child through DSP local office and HQs, ensuring and maintaining regularly and effective correspondence with sponsors.
- Build and maintain links with Headmasters and teachers of the selected schools and other local partners that emerge during the course of activities.

Juba Raha Compound, Central Equatoria State  
The Republic of South Sudan  
Tel +211 959000429





People for development

- Contribute to the development of assessment tools used to gain a more comprehensive understanding of the needs of vulnerable children in the area of intervention.
- Strengthening AVSI-DSP communications and visibility through publication, successful stories development and posting on AVSI social media page.
- To submit regular monthly progress reports (written and verbal) concerning ongoing activities to the DSP Project Manager as well as reporting project activities through 5Ws.
- Any other education-related assignment given by Supervisor

#### Minimum Requirements

- Bachelor Degree in Education or Social work, Development Studies, ECD related course.
- Two (2) or Three (3) years of work experience with NGO or in the Education public sector
- Responsible, willing to learn, able to follow procedure and rules, social and gender awareness, empathy, team oriented, conscious of developmental issue at local level, able to understand people problems within their specific social and human background, committed to life betterment of disadvantaged population.
- Knowledge of the local language (Lotuko) and South Sudanese Arabic is required.
- Knowledge of the National Education system.
- Aware of the Education system of the country and national Education problems\challenges.
- Understanding of the main development problems in the poorest area of the country.

#### **How to Apply:**

Applications should include updated nonrefundable **two pages Curriculum Vitae (CV)**, National **ID** and **cover letter**. In the cover letter (of no more than one page in length) the candidate should briefly describe his or her motivation for the position and highlight relevant experience.

The above documents can be delivered to AVSI Office in the Country:

- AVSI Juba Office, Located at Juba Raha Camp (Juba Town)
- AVSI Torit Office- along Hatire Road
- AVSI Isohe Office-along St. Theresa Mission Road

Or send in soft copy to [denish.daga@avsi.org](mailto:denish.daga@avsi.org) OR [hr.southsudan@avsi.org](mailto:hr.southsudan@avsi.org), cc [Aziz.musema@avsi.org](mailto:Aziz.musema@avsi.org)

Only shortlisted candidates will be contacted.

**THE CLOSING DATE FOR RECEIPT OF APPLICATIONS IS Dec 10<sup>th</sup> 2020**

- **The position is open for internal and external applicants**
- **Women are strongly encouraged to apply.**
- **The candidate must have a valid national ID**

*Due to the urgency of these roles, AVSI reserves the right to shortlist applications prior to the closing date.*

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