



## Job description for a TVET Coordination Officer.

**Position Title:** TVET Coordination Officer

**Location:** EDC South Sudan Head Office, Juba

**Reports To:** TVET Program Manager

**Duration:** Full-time



### Organization Overview:

Education Development Center (EDC) is a global nonprofit organization that designs, delivers, and evaluates innovative programs to address some of the world's most urgent challenges in education, health, and economic opportunity. EDC's work in South Sudan focuses on improving the lives of young people through skills development and education programs.

### Position Summary:

The TVET Coordination Officer will play a key role in ensuring the effective implementation, quality control, and oversight of Technical and Vocational Education and Training (TVET) programs. The officer will work closely with implementing partners, including Don Bosco Vocational Training Centre (Juba and Wau), Women Advancement Organization (Juba and Wau), and Egypt Academy (Juba), to ensure that TVET activities align with program goals and standards.

The ideal candidate is a skilled communicator and leader with strong experience in TVET, project coordination, and capacity building.

### Key Responsibilities:

#### Program Oversight and Coordination

- Coordinate and oversee all TVET training activities implemented by partner organizations to ensure they meet quality standards and program objectives.
- Develop and implement work plans and schedules to monitor the progress of TVET activities across all partner institutions.
- Serve as the primary liaison between EDC, implementing partners, and other stakeholders, ensuring regular communication and reporting.
- Conduct regular site visits to TVET centers in Juba and Wau to monitor and evaluate program delivery.



## Quality Assurance

- Develop and maintain quality assurance guidelines for TVET programs to ensure alignment with industry standards and labour market needs.
- Provide technical support and mentorship to implementing partners to enhance the quality of training delivery.
- Monitor adherence to EDC's policies, procedures, and donor requirements during program implementation.

## Capacity Building

- Identify capacity-building needs of TVET instructors and management staff at partner institutions.
- Organize and facilitate training workshops, seminars, and mentorship sessions to strengthen the skills of trainers and program staff.
- Support curriculum development and ensure the use of updated and relevant training materials.

## Monitoring, Evaluation, and Reporting

- Work closely with the M&E team to develop tools for tracking and evaluating program performance.
- Ensure timely and accurate data collection, analysis, and reporting on TVET program outcomes.
- Prepare and submit detailed progress reports, highlighting achievements, challenges, and recommendations.

## Partnership and Stakeholder Engagement

- Build and maintain strong relationships with government ministries, TVET institutions, NGOs, and private sector stakeholders to promote collaboration.
- Represent EDC at relevant forums, workshops, and meetings to advocate for youth skills development and TVET sector growth.
- Support the establishment of linkages between TVET graduates and potential employers to enhance job placement opportunities.

## Qualifications:

### Education

- A bachelor's degree in education, Vocational Training, Project Management, or a related field. A master's degree is an added advantage.

### Experience

- At least 5 years of relevant experience in TVET programming, education, or youth development.
- Proven experience in project coordination and capacity building.



- Strong familiarity with the South Sudan context and challenges in youth education and employment.

### **Skills and Competencies**

- Excellent project management and organizational skills.
- Strong interpersonal and communication skills, with the ability to build relationships with diverse stakeholders.
- Knowledge of TVET best practices, labour market trends, and curriculum development.
- Ability to manage multiple tasks, work under pressure, and meet deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant tools.
- Strong report writing and presentation skills.

### **Additional Information**

#### **Languages**

Fluency in English is required. Knowledge of Arabic and/or local languages is an advantage.

#### **Application Instructions:**

**Job closing date: January 15<sup>th</sup>, 2025**

To apply, Applicants are encouraged to visit the Careers Page at: <https://go.edc.org/SouthSudanJobs>

Or only if technical difficulties occur, applicants may send their resumes to: [usaidyearecruitment@edc.org](mailto:usaidyearecruitment@edc.org), listing “**Job Title- TVET Coordination Officer**” in the Subject Line.

Or hand deliver applications, enclosed in an envelope to **Afex Security Reception**, Located along the Hai, Malakal Cemetery, Besides Ambassador Hotel, To the attention of The Human Resource Department, Education Development Centre, (EDC), USAID Youth Empowerment Activity. Indicate on the envelope the position /County applied for.

Applications will be progressively reviewed as they are received. Due to the volume of applications submitted, only finalists will be notified. No phone calls, please.

*EDC is committed to enhancing the diversity of its workforce and ensuring an equitable and highly inclusive work environment. EDC is a smoke-free workplace, and offers a supportive work environment, competitive salary, and excellent benefits. Women, minorities, and individuals with disabilities are encouraged to apply.*

*Note: EDC doesn't solicit for money from applicants at any level of the recruitment & selection process.*

