

TERMS OF REFERENCE

Position:	Plumbing Assistant - Abyei Vocational Training Center
Duty station:	Abyei
Application start:	22nd May 2024
Application end:	11th June 2024
Contract start:	June 2024
Length of the contract:	3 months with possibility of extension

OVERVIEW OF CTG GLOBAL

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

Core functions/ responsibilities

1. Provide effective instruction to students on the range of course units within the general Plumbing works as per the unified TVET curriculum.
2. Provide effective technical support to the Senior Plumbing trainer, Principal and the Administrator regarding the equipment and training material needed for the course.
3. Participate in the selection and interview for the applicants in Plumbing courses.
4. Evaluate students' progress, performance, maintain discipline and security in class rooms and workshop area.
5. Ensure student's safety in the workshop during practical lessons and site expert assignment visits.
6. Maintain student's track records and other required records and submit reports to the head of plumbing department as required.
7. Undertake periodic maintenance and records of tools, materials and equipment used for the training in the plumbing department.
8. Supervise the use of all tools and equipment to ensure proper use and storage.
9. Maintain student's daily attendant records and submit the weekly attendance records to the head of Plumbing department timely.
10. Provides both theoretical and practical lessons to the targeted students on general Plumbing (domestic and industrial) practices.
11. Assist in carrying assessment and surveys related to Plumbing activities in the areas linking the trainees where possible for more practical training.
12. Ensure trainees attend the training as per the institution time table and keep good records for daily attendance of the trainees.
13. Supervise trainee's performance and ensure effective guide on practical plumbing site.
14. Provide expert assignment to students in coordination with the Job Service Officer ensuring quality in the site visits.
15. Ensure trainees performance progress with effective supervision.
16. Support in identifying and executing contracts related to plumbing works to generate income for the institution.
17. Assist in identifying opportunities to the students and the Centre in the department of plumbing.

18. Perform such other duties as may be assigned.

Desirable Qualifications

Minimum of Advance Certificate in Plumbing from an accredited academic institution with four years' relevant professional experience specialized in domestic and simple industrial plumbing plumbing. Diploma in Building and Civil Engineering, Water Engineering, Irrigation Engineering or other related field shall be of added value.

Experience

- Minimum of two years working experience as a technical and vocational trainer in the department of plumbing.
- Previous experience teaching in technical and vocational institutions as a plumbing instructor.
- Previous experience working in hardship duty stations with diversities of geographical challenges and changes.
- Communication skills to develop a productive educational experience for the trainees.
- Problem solving skills to enhance department performance and improve student grades and skills.
- Ability to train and impart knowledge to trainees of various levels of formal and informal education.
- Previous experience in report writing and resource mobilizations.
- Familiarity with the complexities of accountability, organizational growth and change, and the ethical dimensions of UN work.
- Excellent interpersonal skills and ability to work in a multi-cultural/multi-national setting.
- Skills in and ability to exercise diplomacy in engagements with state and non-state partners.
- Excellency in team building and team works.
- Good writing skills and proficiency in the English language and Arabic is a plus.
- Computer literate with excellent knowledge in Microsoft Words and Excel.
- Ability to exercise conscience and non-tolerance to corruption.
- Good communication skills, efficiency and flexibility;
- Ability to work under pressure.
- Attention to detail and quality and capacity to meet deadlines

Desirable Competencies

Behavioral

- Takes responsibility and manages constructive criticism.
- Display awareness of different relevant technological solutions.
- Supports adequate level of information sharing between internal units within the Centre.
- Works effectively with all clients and stakeholders.
- Promotes continuous learning, communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work and sets goals within area of responsibility and department.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Undertake equal treatment for special need person and persons with disabilities.
- Works with internal and external stakeholders to meet resource needs of the training Centre/ IOM.
- Ability to work independently with minimum supervision.
- High sense of confidentiality.
- Personal commitment, efficiency, flexibility, and drive for results.





- Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness

Technical

- Displays awareness of relevant technological solutions.
- Executes tasks in a timely and accurate manner.
- Coordinates and corresponds in a clear and concise manner.
- Follows up tasks to ensure timely completion.
- Seeks to improve efficiency in tracking and monitoring.

Languages:

Thorough knowledge of English language is required. Knowledge of Arabic and local languages is essential

Qualified female candidates are encouraged to apply for this role.

In order to apply for this role please deliver your CV, and Cover letter, most preferably by email to the address: southsudan@ctg.org or physically at the “**Vocational Training Centre (VTC) Abyei**”. Please make sure **the subject of your email or envelope states “Plumbing Assistant Abyei VTC”**, or your application might be overlooked.

IMPORTANT REQUEST

- Kindly avoid naming your CV as *CV, Updated CV*, or by Job title or organization name
- For hard copy deliveries kindly include the position applied for on the envelope.

