

**ANNEX 1**  
**LOT 1**  
**Literacy and Numeracy Facilitator**  
**Terms of Reference**

**General Information**

Title:	Numeracy and Literacy Facilitator x2
Reporting to:	GBV Coordinator
Location:	Juba and Wau
Timeframe:	6 months

**Introduction**

Norwegian Church Aid (NCA) is an ecumenical diaconal organisation for global justice. We work to help the poorest and those in need, regardless of their creed, race, and political or religious affiliation. NCA started operations in South Sudan in 1972. We provide emergency assistance, work for long-term development in local communities and address the root causes of poverty, we advocate for just decisions by public authorities, business and religious leaders.

NCA South Sudan has qualified, dedicated national and international staff with varied expertise and experience marching with NCA programmes in South Sudan; Peacebuilding, Gender-Based Violence/ Sexual Reproductive Health Rights and Education.

**Description of Position**

NCA is looking for a female Literacy and Numeracy Facilitator will provide basic education to women and out of school girls in Women Safe Spaces. They will teach and develop reading, writing and numeracy skills in adults. Furthermore develop the problem solving skills in woman and girls.

We are looking for a Facilitator that will stimulate a creative learning experience o woman and girls in women safe spaces in Juba and Wau. The facilitator will be responsible in design and developing teaching material, and evaluate and assess the performance of each client in the safe spaces.

**Responsibilities**

Teaching and spreading knowledge among the adults is one of the major job responsibilities of the facilitator. Following are some of the other common responsibilities:

- Teaching women and girls how to read, write and count by creating different lesson plans
- Utilizing various curriculum resources while providing education
- Assimilating different goals, competencies, and objectives into lesson plans
- Learning and utilizing the curricula that reflect the cultural, educational, and linguistic background of an adult student
- Practicing various teaching methods like tactile, aural, and visual learning
- Individual teaching to students based upon their learning skills
- Providing real-world context or live examples to the students
- Making each student to participate in the classroom activities
- Maintaining weekly reports of students progress
- Providing suggestion and feedback to students to help them progress and avoid re-doing same mistakes
- Making necessary changes and implementing various improvement plans

- Assisting the participants during the community outreach programs
- Developing encouragements in students to learn new things
- Keeping track to ensure that the initiatives are being met by the program coordinators
- Use of interactive and participatory methods

### Qualifications

- A bachelor's degree
- At least three years of classroom teaching experience
- A passion for working with women and girls empowerment
- A love of teaching reading and writing skills
- Eagerness to learn from and support our Montessori lead teacher
- A desire to educate children using an individualized approach
- Strong organizational skills and communication
- Fluency in Arabic and English
- Only female candidate can apply. This services is for NCA's women safe spaces, and women and girls who have experience Gender Based Violence and therefore the position is restricted to women applicants

### Key Skills

Good verbal and written communication skills are the most essential requirements for the Literacy and Numeracy Facilitator. However, following are some of the other important key skills required:

- Expert teaching abilities that will help others to achieve their goals
- Perfect verbal and writing skills that will effectively convey the information
- Expert listener that will help her to understand the doubts or points being made and further answer them appropriately
- Adapting new techniques and training methods of teaching to teach complicated or difficult things, so that the students understand them perfectly
- Expert monitoring skills that will help to be aware of student performance and take proper improvement measures to correct it
- Teaching students about implicating new information for solving any problem and for making decisions
- Effective changing of communication skills according to the audience you are referring to