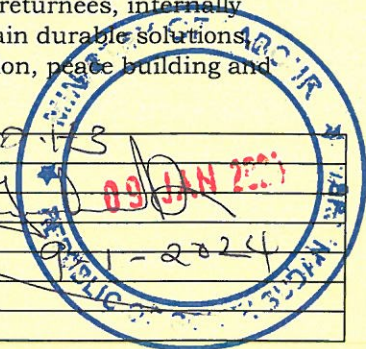




**BACKGROUND: -**

TITI Foundation is a national non-governmental organization (NNGO) formed by a group of south Sudanese professionals, from varied educational background and experiences. TITI is an abbreviation of **“TOGETHER IN TRANSFORMATIONAL INITIATIVES”**- promoting progress, peace and prosperity. The organization is registered (with the South Sudan Relief and Rehabilitation Commission (SSRRC), registration number 519 under chapter 3, section 10 of the 2013 South Sudan NGO Act We have been active in South Sudan since 2016 and are committed to the safety and protection of children rights from intentional and unintentional harm. To date, we continue to offer responses for returnees, internally displaced persons (IDPs) and the host communities in need of assistance to obtain durable solutions, addressing their food security, livelihood, education, water, hygiene and sanitation, peace building and conflict mitigation and nutrition needs.

<b>Job Description</b>	Vocational Tutors Interns
<b>Employer</b>	TITI Foundation (TF)
<b>Position Reports to</b>	Project Manager
<b>Location</b>	Kajo-Keji BASED
<b>Duration</b>	Three Months
<b>Date</b>	09.01.2024
<b>Closing Date</b>	29.01.2024



**Purpose**

The Vocational trainer is directly responsible for designing a comprehensive vocational implementation plan for students referred in accordance with project policies, procedures and curriculum. The Vocational trainer should be able to deliver a measurable plan and structure for delivering a quality education. The trainer will also identify the learning outcomes, standards and core competencies that students must demonstrate before receiving their qualifications. It is therefore necessary to have Vocational Tutors who will impart theoretical concepts for students’ understanding and practical sessions to enable them to actualize what they have learnt.

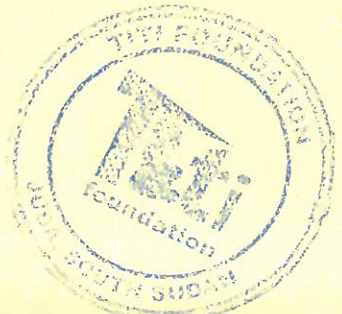
The Vocational Tutor provides evaluation designs for situational vocational assessments within the project and community environments and coordinates educational and supportive services necessary to implement each Education Plan (EP) with integrity. This position is based in Kajo Keji, Central Equatoria State.

The Tutors will train the students on: -

- Mobile Phone Repair
- Motorbike Repair for
- Brick making and Masonry
- Computer skill
- Adult literacy education
- Tailoring
- Catering

**Essential Job Functions:**

- Actively participate in the development of students’ Educational Plans (EPs) according to program guidelines for the project.
- Provide technical vocational training both theoretical and practical to students for the purpose of ensuring students gain knowledge in the afore mentioned subjects.



- Design a comprehensive vocational assessment plan for all students to appropriately determine outcomes for the purpose of insuring students understand the course work.
- Compile and maintain necessary records, EPs, and reports for the purpose of maintaining accurate student records.
- Develop and provide evaluation designs for situational vocational assessments within the training center and community environments for the purpose of providing students with the necessary experiences to prepare students for employment.
- Develop a vocational profile showing current strengths and weaknesses as related to general job skills and work habits for the purpose of assuring all students attain appropriate levels of achievement in areas fundamental to their continuing development.
- Maintain appropriate student behavior control and participate in the development and implementation of behavior intervention plans with integrity when appropriate for the purpose of classroom management and providing a safe, learning environment for all students.
- Maintain effective communication with students, staff and administration for the purpose of collaboration and planning.
- Participate in team meetings and EP meetings to address student needs.
- Participate in building or program activities and meetings as appropriate for the purpose of team building and adherence to TITI Foundation policies and procedures.
- Prepare a work plan to assist in the training of students in an organized and timely manner.
- Proficiently use technology to communicate, collect and analyze data, and compile reports for the purpose of efficiently reporting information and communicating in a timely manner.
- Provide input to administration on professional goals and evaluation as appropriate for the purpose of evaluating project initiatives.
- Use data-driven decision making to monitor student performance and make vocational decisions as appropriate for the purpose of implementing effective interventions to facilitate student progress.

**Other Functions:**

- Assume appropriate roles as adult model, behavior manager and educator.
- Continue professional growth.
- Communicate effectively and respect human diversity.
- Assume other duties and special projects as assigned.
- Support TITI Foundation Goals and Objectives.

**Responsibilities include:**

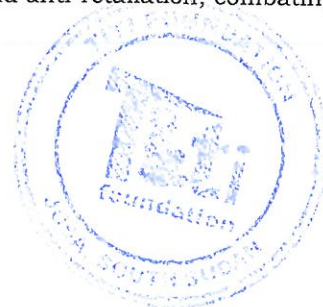
- Completing updates within specified timeframes, working collaboratively with team members, and administration, managing time and schedule efficiently, visiting and developing off site job placements, planning and implementing appropriate lesson plans.
- Managing classroom activities and scheduling appropriate activities, using specialized equipment effectively, maintaining confidentiality, meeting deadlines and schedules and making data-driven decisions for meaningful educational activities.

**Confidentiality**

Ensuring the non-disclosure of any information whatsoever relating to the practices and business of TF acquired in the course of duty or outside duty, to any other person or organization without authority.

**Professional standards**

The TF and TF workers must adhere to the values and principles outlined in TF way-standards for professional conduct. These are integrity, service and accountability. In accordance with these values, the TF operates and enforces polices on beneficiary protection from exploitation and Abuse, child safeguarding, anti-workplace harassment, fiscal integrity and anti-retaliation, combating trafficking in persons and several others.



### **Safeguarding policy**

TITI Foundation has zero tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors and implementing partners. Safeguarding at TF is an integral to the organization values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation abuse, and harassment of any person linked to the program by both its employees and downstream partner.

### **Commitment on Protection from Sexual Exploitation and Abuse**

The employee commits to adhere to the zero-tolerance policy of TITI foundation towards sexual exploitation and abuse and to take all necessary measures to ensure this policy is maintained and promoted. The employee commits to support all the efforts of the organization to prevent and respond to SEA allegations, in particular: Adhere to the TITI Foundation's code of conduct, prohibiting SEA, Mandatory reporting of any SEA situation the employee should become aware of the mandatory participation to all trainings and sessions on SEA organized and facilitated by TITI Foundation. The mandatory participation in good faith in any investigations or audit undertaken by the TITI Foundation following the reporting of a SEA allegation.

### **Equal opportunity employer**

**TF** has an equal opportunity employer, considers all applicants on the basis of merit without regard to race, sex, nation, origin, religion sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

### **How to apply**

Application should include updated Curriculum Vitae (CV), National ID, cover letter and Academic documents and submit to email address [titifoundationss@gmail.com](mailto:titifoundationss@gmail.com) or Hand delivered to TITI Foundation office, are located behind a blue flag along rock city road opposite Jehovah Witness, Nyakuron West.

*Shortlisted candidate will be contacted only and attach photocopies, remember no return of the any documents.*

*The successful candidate will be subjected to a thorough background check and satisfactory references.*

*Female applicants are highly encouraged to apply.*

