

## Program Assistant-Maternity Cover

**Duty Location:** Leer, South Sudan

**Period:** 6 Months

**Start Date:** As soon as Possible

### Company Description

#### **EDUCATION DEVELOPMENT CENTER (EDC)**

**Education Development Center (EDC)** is a global nonprofit Organization that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations. Since 1958, we have been a leader in designing, implementing, and evaluating powerful and innovative programs in more than 80 countries around the world.

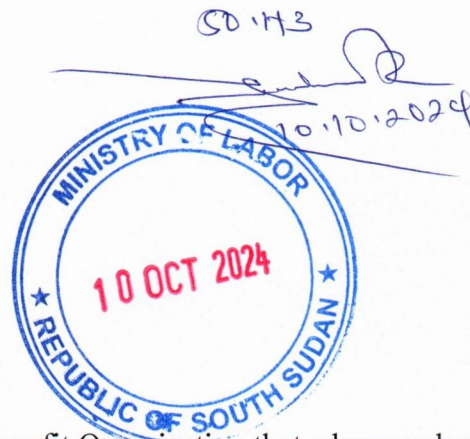
EDC promotes equity and access to high quality education and health services and products that contribute to thriving communities where people from diverse backgrounds learn, live, and work together. We support an inclusive workplace culture that embraces many perspectives and broadens our understanding of the communities we serve, enhancing and enriching our work.

**EDC is committed to equity, diversity, and inclusion in the workplace.**

We are looking for candidates who share EDC's commitment and understand the importance of cultural responsiveness in today's context.

### Project Description

The USAID Youth for Empowerment Activity will reach 25,000 South Sudanese youth in 13 counties across five states (Eastern Equatoria, Jonglei, Unity, Upper Nile, and Western Bahr el Ghazal) over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. The USAID Youth Empowerment Activity will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.





## Job Description

Program assistant who will be effectively involved in the planning and implementation of the youth empowerment activities in the County. He/She will provide effective support and assistance to the team to ensure smooth programme implementation in line with the objectives of the USAID Youth Empowerment Activity that seeks to increase economic self-reliance for youths in South Sudan leading to increased incomes. The Program Assistant reports to the Zonal Supervisor of the state.

## Major Responsibilities

- He/She will support the Zone Supervisor in implementing program activities in all the Payams under each County.
- He/She, in conjunction with Zone Supervisor will be actively involved in the planning, execution, monitoring of program implementation process.
- He/She will organize, spearhead, and monitor youth trainings and partners' capacity building activities in the County/Payams.
- He/She will support capacity building activities of youth-led and youth-serving organizations.
- He/She will mobilize youth participants, trainers, and increase community support for the program.
- He/She will assist in the development of weekly updates, quarterly reports, program implementation plan, and other related documentations.
- He/She will gather and compile data and information for the preparation of program documents, guidelines, and other material as required.
- He/She will coordinate meetings of advisory groups – where necessary.
- He/She will keep track of the information of trainers, youth enrolled in the program and encourage retention at the County/Payam level.
- He/She will participate in trainings for the projects staff.
- He/She will contribute to knowledge networks and communities of practice.
- Performs other related duties as required.

**Please Note:** Priority in hiring will be given to individuals from the County as understanding of the County context is important to the success of the role.

## Qualifications

### Education

Degree (or equivalent experience) in education or related field.

### Skills and Experience

- A degree or Diploma in Education, Social Science, Community Development, or related field.
- A Minimum of 1 years' experience in programming, entrepreneurship, vocational training, social work and community mobilization. Proven experience in relations with





private sector. Experience in Program management preferably implementing health and/or education activities.

- A Minimum of 1 year of relevant working experience in Education Program management, training or working with Youths is strongly preferred.
- Experience in conducting and/or coordinating data collection.
- Demonstrated experience working with government agencies, actors, and other stakeholders at the national and zonal levels.
- Knowledge of/experience with USAID-funded projects.
- Ability to travel throughout the State of the assigned zone.
- Demonstrated capacity to lead workshops and training. Degree in Education, Social Science, Program Planning and Management, Development
- Demonstrate capacity for Program implementation, and report writing.
- Good Knowledge in Computer Microsoft applications and effective presentation and reporting skills.
- Ability and Capacity to coordinate, collaborates well with partners and stakeholders to establish effective working relations.

### **Additional Information**

#### **Language:**

Advanced proficiency in written and spoken English. Knowledge of and proficiency in at least two local languages spoken in the specific County is highly preferred.

#### **Application Instructions:**

**Job closing date: October 30<sup>th</sup>, 2024**

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- Program Assistant YEA South Sudan**” in the Subject Line

Or hand deliver applications, enclosed in an envelope to the attention of The Chief of Party, Education Development Center, (EDC), USAID Youth Empowerment Activity.

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.***

