



## Job Vacancy

|                           |                       |
|---------------------------|-----------------------|
| <b>Title:</b>             | Program Assistant     |
| <b>Sector:</b>            | Education             |
| <b>Location:</b>          | Guriceel/ Dhusamareeb |
| <b>Duration:</b>          | 1 year; Renewable     |
| <b>Closing Date:</b>      | 30/06/2014            |
| <b>Start of Contract:</b> | 01/07/2014            |

### **BACKGROUND ON CISP SOMALIA EDUCATION PROGRAMS**

Comitato Internazionale Per Lo Sviluppo Dei Popoli – CISP (International Committee for the Development of Peoples) is a development organization established in Rome in 1983, to engage against the impact of poverty and denied rights worldwide. In Somalia, CISP has put in place mechanisms to support local communities and authorities to provide quality pre-primary, primary, non formal and vocational education. In both remote rural areas and urban centers, CISP is working to promote equitable access to education, to reduce drop outs (for both boys and girls) and to improve learning outcomes for all.

CISP is implementing a three year education program in Somalia dedicated to improving equitable access to education and improving learning for all. The program's purpose is to enrol more girls and boys in school, inspire them to stay in school, and make sure they graduate school with the knowledge that enables them to break the cycle of poverty. The program is dedicated to improving quality of education and to ensuring sustainability. The program works with communities, parents, teachers, girls and boys alike to promote equitable access to education and to improve learning outcomes at schools and other training facilities.

### **Job Purpose**

The Education Program Assistant will work closely with the CISP education team and schools to implement education activities especially child club and storytelling activities

### **Key Responsibilities**

#### **Preparation and Planning**

- Attend weekly Education Team Meetings with education staff in Guriceel in close collaboration with the Education Program Officer
- Participate in regular planning and review meetings with CISP staff in Mogadishu and Nairobi

#### **Project Implementation**

- Implement education and related activities and make sure quality and appropriate documentation is produced, collected and shared timely
- Work according to weekly action plans for education program activities in Galgaduud developed in collaboration with Education Program Officer
- Play a pivotal role in implementation of activities related to girls' education, including: facilitating girls' zones/clubs activities, mentoring and supporting female teachers and girls' club leaders, distribution and training on sanitary kits and maturation, administration of scholarships and safety net funds, facilitating mothers' support groups at the school level and other duties as needed
- Create strong link between female teachers and mentors in all of the schools
- Ensure accountability (to learners, teachers, parents and other beneficiaries, to CISP, to the Ministry of Education, to donors, etc) for all education activities

### **Assessments, monitoring, data collection and reporting**

- Play a key role in ensuring protection measures are in place and schools are supported in implementing their own codes of conducts
  - Regularly monitor and support female teachers and girls' clubs activities
  - Ensure quality and relevant data is collected as required and program review meetings are held with communities and schools
  - As necessary ensure that the challenges/problems are reported, documented and disseminated to the concerned bodies
  - Ensure the monthly reports include quality and relevant audio / visual documentation
- 
- Perform other duties as instructed by his/her immediate supervisor

*The position is 100% based in Somalia. Applicants should be legally able to work in Somalia.*

### **REQUIRED QUALIFICATION AND COMPETENCIES:**

- Diploma or relevant qualification in education, sociology, psychology, gender studies, development or other social science;
- Proven experience in tutoring or education program implementation;
- Strong written and oral communication skills in English and Somali;
- Basic computer and report writing skills;
- Capacity to facilitate discussion groups;
- Strong leadership and mentorship skills;
- Ability to multi-task and work under pressure;
- Demonstrate passion and commitment for changing people's lives;
- Must be creative, innovative and inquisitive;
- Must demonstrate good interpersonal skills;

### **HOW TO APPLY**

Send motivation letter outlining your skills and experience and updated CV (not exceeding 3 pages) with at least 3 references to the following email address:

[occonnor@cisp-nairobi.org](mailto:occonnor@cisp-nairobi.org). For more information about CISP Somalia, please visit [www.cisp-som.org](http://www.cisp-som.org).

***Women are encouraged to apply***

***Please note that only short-listed candidates will be contacted***

***CISP could consider your CV for other positions***

*CISP is strongly committed to ending Child Abuse, all forms of Sexual Exploitation and Abuse, and to building a work environment that is safe and welcoming for all, where Sexual Harassment does not take place. The desired candidate for any position should share and support this commitment in all aspects of their personal and professional behaviour. Any history implicating that the applicant has a history of Child Abuse, Sexual Exploitation and Abuse, or Sexual Harassment, is a reason for excluding him or her from employment with CISP.*