

## **Education Program Field Assistant**

### **Duty Station: Hama**

*We are looking for a highly qualified individual to fill-in the vacancy of **Education Program Field Assistant** to work under **Service Contract** in **Hama**.*

#### **Who are we?**

The Danish Refugee Council (DRC) is an International humanitarian, non-governmental, non-profit organization, which promotes and supports durable solutions to the problems faced by refugees and internally displaced people all over the world.

DRC has been actively assisting people and communities affected by the current Syrian crisis since 2011, with programs in support of Syrians in Lebanon, Jordan, Turkey and of course Syria.

Education is amongst various types of interventions DRC provides; the Quality Education Program activities include Remedial Classes, stationery and school needs distribution, and capacity building for teachers, other educational activities tackled by DRC-Quality Education (QE) are the Self-learning programs (SLP) implemented and supervised by the Ministry of Education (MoE).

#### **Position's Overall Objectives:**

The Education Program Field Assistant, in coordination and cooperation with the supporting staff, and supervised by the Education Program Officer, is substantially expected to:

Function as a Field Monitor providing professional expertise and operational assistance for the education program development, as well as different tasks as delegated by Education Programme Officer, Coordinator, and/or Program Manger.

#### **Position's Specific Objectives:**

Furthermore, the Education Program Field Assistant, in coordination and cooperation with supporting staff, is expected to pursue the following objectives in his/her daily work:

1. Liaise between the SLP implementing partner, concerned authorities and the program management.
2. Daily monitoring of the implementation of SLP at the appointed school/s – community based learning centres.

3. Reporting implementation progress, existing challenges, and required data to the Program Officer.
4. Follow up on delivery of kits to schools and supervise stationery distribution to students.
5. Supervise the capacity building courses provided to resource people regarding the implementation of SLP.

### **Responsibilities and Tasks:**

To achieve the overall and specific position's objectives the Education Program Field Assistant will perform the following tasks and undertake the following responsibilities:

1. To represent DRC's Q.E program in workshops, meetings, and at the SLP implementation sites; reflecting thus DRC's image and values.
2. Conduct awareness raising sessions for beneficiaries and their care givers stressing the importance of education and going back to the formal education system.
3. Conduct preliminary meetings with the implementing partner's staff conveying thus the program's methodology of implementation, values, and messages.
4. Ensure delivery of required project monitoring formats to school/s – community based learning centres, ensure completion of such formats by school staff on time, and collecting the information upon completion.
5. Conduct daily field visits to the SLP implementation sites to ensure proper monitoring of activities.
6. Send daily reports concerning the project's progress and problems as well as the beneficiaries' to the concerned superiors.
7. Arrange for and attend meetings with the implementing partner's staff as requested or upon need.
8. Attend classes and evaluate students' interaction with teachers.
9. Take documentary photos.
10. Conduct exclusive meetings with students and take feedback, trust building with beneficiaries along the way.
11. Ensure conducting pre-tests & post-tests on time and collect tests data.
12. Assist in creating and developing the necessary formats, procedures, or operations to ensure proper implementation based on observation and feedback from beneficiaries and implementing partner's staff.
13. Convert data obtained from partner from written papers to digital format (Data Entry), when needed.
14. Perform any other tasks requested by the QE Program management.
15. Monitor the implementation of the teachers' training.
16. Immediately inform the QE concerned superior of any out-of-the ordinary cases at schools including severe violations of the operational instructions and/or change of security status which threatens the safety of the beneficiaries or the school staff.
17. Commit to continuous training and learning to develop the Education activities.

## About you:

In this position, you are expected to demonstrate DRC' core competencies:

Striving for excellence: You focus on reaching results while ensuring an efficient process.

Collaborating: You involve relevant parties and encourage feedback.

Communicating: You listen and speak effectively and honestly.

Demonstrating integrity: You act in line with our vision and values.

Moreover we also expect the following:

### Essential attributes:

-**Essential qualifications:** University degree in Education, Social Sciences or related technical field.

-**Essential experience:** One year of professional experience in education program design, administration, or monitoring and evaluation or related field.

-**Languages:** Fluency in English and Arabic is required.

### Prerequisites:

- The applicant must have a laptop to be able to get this job.
- **The applicant should be a resident of the city of Hama.**
- Excellent experience with Microsoft Office.

### Competency profile:

Ideally, you will also have to have:

- Analytical skills
- Flexible
- Planning skills
- Excellent interpersonal, communication, and Teamwork skills
- Result-oriented/accountability
- Professionalism & Accuracy

## We Offer

DRC will offer the successful applicant a six month service contract, renewable dependent on both funding and performance.

## Application Process

Interested? Then apply for this position by sending your CV to [job@drcsyria.dk](mailto:job@drcsyria.dk) no later than **05 April 2017** and make sure to indicate the vacancy title in the email subject line.