

**Education Program Field Assistant**

**Duty Station: Rural Damascus**

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

**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 Programme 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 programmes implemented and supervised by the Ministry of Education (MoE).

**Position’s Overall Objectives**

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

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

**Position’s Specific Objectives**

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

1. Liaising between school administration and Programme management.
2. Daily monitoring of the implementation of remedial classes at the appointed school/s.
3. Collect the required data regarding the implementation of programme according to the endorsed official templates from school principals.
4. Reporting implementation progress, existing challenges, and required data to the Programme Officer.
5. Follow up on delivery of kits to schools and supervise stationery distribution to students.

**Responsibilities and Tasks**

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

1. Represent DRC’s Q.E Programme at the schools; reflecting thus DRC’s image and values.
2. Conduct preliminary meetings with school staff conveying thus the project’s methodology of implementation, values, and messages.
3. Ensure delivery of required project formats to schools, ensure completion of such formats by school staff on time, and collecting the information upon completion.
4. Arrange for and attend meetings with school principals and teachers as requested or upon need.
5. Conduct daily field visits to Remedial Classes to take documentary photos.
6. Conduct focus group discussions with school principals, teachers, students, and parents to get their feedback under the supervision of MoE and Programme’s management.
7. Ensure conducting pre-tests & post-tests on time and collect tests data.
8. Assist in creating and developing the necessary formats, procedures, or operations to ensure proper implementation based on observation and feedback from students and school staff.
9. Data entry when needed.
10. Attend and supervise teachers’ training.
11. Provide half-monthly reports concerning the project’s progress and problems as well as the beneficiaries’ to the concerned superiors.
12. 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.
13. Send collected data to Programme Officer on time as requested via email.
14. Suggest any improvements via providing feasible feedback based on field visits and schools’ needs on the ground.
15. Commit to continuous training and learning to develop the Education activities
16. Perform any other tasks requested by the QE Programme management.

**About you**

In this position, you are expected to demonstrate DRC’s 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:** Higher Institute or Bachelor’s Degree – Education related is a preference

-**Essential experience**: Minimum of one year of similar experience with local NGOs, INGOs or UN Agencies, or teaching experience.

**Languages:** Very good command of spoken and written English and Arabic languages.

**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, go to <https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=149427&uiculture=eng&MediaId=5>

and click on "Apply for position". All applicants should send a cover letter and an updated CV in the same language as the vacancy note. **Applications close on the 3rd of October 2017**.

If you have questions or are facing problems with the online application process, please contact job@drc.dk

**Need further information?**

For further information about the Danish Refugee Council, please consult our website www.drc.ngo