

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 (Dahyet Qudsaya, Jaramana, Qatana, Al Tal, Ashrafiyet Sahnaya and Sahnaya)**.*

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:

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 Programme Manager.

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. Liaising between school administration and Programme management.
2. Daily monitoring of the implementation of remedial classes at the appointed school/s.
3. Collecting required data 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 stationary 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 schools to ensure proper monitoring of activities.
6. Attend classes and evaluate students' interaction with teachers.
7. Take documentary photos.
8. Conduct exclusive meetings with students and take feedback.
9. Ensure conducting pre-tests & post-tests on time and collect tests data.
10. 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.
11. Convert data obtained from schools from written papers to digital format (Data Entry)
12. Monitor the implementation of the teachers' training (if needed)
13. Provide half-monthly reports concerning the project's progress and problems as well as the beneficiaries' to the concerned superiors.
14. 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.
15. Send collected data to Programme Officer on time as requested via email.
16. Suggest any improvements via providing feasible feedback based on field visits and schools' needs on the ground.
17. Commit to continuous training and learning to develop the Education activities
18. 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:** University degree in Education, Social Sciences or related technical field.
- Essential experience:** One year of professional experience in education programme 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.
- Excellent experience with Microsoft Office.

Competency profile:

Ideally, you will also have to have:

- Analytical skills
- Flexibility
- 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 no later than **August 8, 2017** and make sure to indicate the vacancy title in the **email subject line**.