

---

**TERMS OF REFERENCE**

---

<b>Position:</b>	Principal - Abyei Vocational Training Centre
<b>Position grade:</b>	Senior (1 position)
<b>Duty station:</b>	Abyei Administrative Area
<b>Application start:</b>	<b>1<sup>st</sup> December 2022</b>
<b>Application end:</b>	<b>20<sup>th</sup> December 2022</b>
<b>Contract start:</b>	1 <sup>st</sup> January 2023
<b>Length of the contract:</b>	3 months with possibility of extension

---

**OVERVIEW OF CTG GLOBAL**

---

CTG support and manage humanitarian projects in fragile and conflict-affected countries around the world. With past performance in 15 countries – from the Middle East, Africa, Europe, Asia and Central and South America – we offer a holistic fabric of project management, implementation, and support. Skilled in emergency response to crises such as the Ebola outbreak in West Africa, we can act quickly (crisis response teams can be on the ground in 24 hours) and to establish structured operations in high-risk environments. CTG recruit and manage qualified, skilled teams with extensive experience operating in challenging conditions.

---

**OVERVIEW OF THE POSITION**

---

Under the direct supervision of the Director Abyei VTC, and the overall supervision of the Programme officer in Abyei sub-office, the successful candidate will support the administration and management of Abyei Vocational Training centre in Abyei Administrative Area. The successful candidate will be required to oversee the general management, administration and supervision of all activities aimed at nurturing growth and development of the Abyei Vocational Training Centre.

---

**GENERAL FUNCTIONS**

---

1. Provide overall supervision of Abyei Vocational Training Centre training program; observing methods of instruction and endeavouring to improve the efficiency of the staff and the centre/school in general.
2. Ensure academic policies and curriculum are followed as per the national standards and South Sudan TVET framework.
3. Participate with the director's Office in the recruitment of professional teaching and support staff
4. Leads the teaching staff in the development, implementation, modifications, and selection of curriculum materials, and keep the Director and Board informed as to any modifications in or substitution of approved courses.
5. Develops annual operational budget for the vocational training centre in consultation with departmental heads.
6. Lead in Developing tools for tracking and benchmarks institutional performance and success
7. Co-ordinate and foster the development of programs/courses within the school to best meet the needs and interests of the trainees/students. This includes the establishment, supervision, and evaluation of special education programs/courses where a trainees/student's needs one
8. Evaluate the effectiveness and efficiency of each member of the staff in accordance with the establishment plan, Key performance indicators (KPIs) and shall forward written reports to the Directors of the centre.
9. Ensures no pupil is allowed to leave the school grounds on errands without his/her express permission.
10. Develop and ensure a high degree of trainee/student morale through curricular and extracurricular activities and services and co-ordinate the participation of all members of the teaching staff in the extra-curricular program



11. Leads the preparation of timetable, schemes, lesson plans, class lists, supervision schedules and be responsible for their functioning.
12. Hold regular staff meetings for the purpose of discussing educational and administrative matters and reports to the director any concerns raised by the staff
13. Ensures proper enrolment process of students in the school and maintain up-to-date student cumulative records, performance and changed behaviour.
14. Responsible for the daily supervision of the school, its trainees/students, facilitators, professional and support staff, volunteers, and personnel from outside agencies.
15. Ensures proper administration of instructional supplies, budget for school and the safe keeping of monies or materials that belong to the school.
16. Establish procedures for the purpose and receipt of materials and supplies necessary to support the instructional program.
17. Ensure that there is a system of accounting for monies from student activities, income generated from investments, student fees if any, gifts, or other funds belonging to school or to any student group within the school.
18. Ensure that all reasonable precautions are taken to safeguard the health and general wellbeing of his staff and students at the school.
19. Inspect the school grounds and school buildings to see that they are free from hazards which might cause accidents and he shall notify the director of any conditions which need to be remedied.
20. Assume responsibility for the general cleanliness and maintenance of the centre
21. Meeting with parents and administrators on a regular basis for problem resolution enforcing discipline when necessary
22. Supports the investment department in executing contracts related to investments aimed at generating income for the centre.

#### **Desirable Qualifications.**

Minimum of bachelor's degree in Education from an accredited University with at least 5 years in a leadership role as a Principal of Vocational training centre or technical school.

#### **Experience**

- Minimum of five years working experience as a school leader or principal
- Communication skills to develop a productive educational experience for both trainers and students
- Problem solving skills to enhance teacher performance and improve student grades
- Ability to train and impart knowledge to trainees of various levels of formal and informal education.
- Report writing and resource mobilizations experience.
- Familiarity with the complexities of accountability, organizational growth and change, and the ethical dimensions of UN work.
- Excellent interpersonal skills and ability to work in a multi-cultural/multi-national setting.
- Skills in and ability to exercise diplomacy in engagements with state and non-state partners.
- Good team player.
- Good writing skills and proficiency in the English language and Arabic is a plus.
- Computer literate.
- Ability to exercise conscience and non-tolerance to corruption.
- Previous experience working in hardship duty stations.
- Good communication skills, efficiency, and flexibility.



- Ability to work under pressure.
- Attention to detail and quality and capacity to meet deadlines

### Desirable Competencies

#### Behavioural

- Takes responsibility and manages constructive criticism.
- Works effectively with all clients and stakeholders.
- Promotes continuous learning, communicates clearly.
- Takes initiative and drives high levels of performance management.
- Plans work and sets goals within area of responsibility.
- Displays mastery of subject matter.
- Contributes to a collegial team environment.
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation.
- Works with internal and external stakeholders to meet resource needs of IOM.
- Ability to work independently with minimum supervision.
- High sense of confidentiality.
- Personal commitment, efficiency, flexibility, and drive for results.
- Capacity to work effectively and harmoniously with colleagues from various cultures and professional background.
- Ability to work under extreme pressure in difficult conditions while maintaining security awareness

#### Technical

- Displays awareness of relevant technological solutions.
- Executes tasks in a timely and accurate manner.
- Coordinates and corresponds in a clear and concise manner.
- Follows up tasks to ensure timely completion.
- Seeks to improve efficiency in tracking and monitoring.

#### Languages:

Thorough knowledge of English language is required. Knowledge of Arabic and local languages is essential

**Qualified female candidates are encouraged to apply for this role.**

To apply for this role please deliver your CV, and Cover letter, most preferably by email to the address:  
[southsudan@ctg.org](mailto:southsudan@ctg.org)

Please make sure **the subject of your email states "Principal Abyei VTC,"** or your application might be overlooked  
In Juba – Please deliver to WFP Workshop, next to Imatong gas Jebel, Suk mamuru.

