

**Education Field Assistant**

Danish Refugee Council, one of the world’s leading humanitarian NGOs, is currently looking for a highly qualified individual to fill-in the vacancy of Education Field Assistant to work in Daraa under **employment contract**

**Who are we?**

The Danish Refugee Council assists refugees and internally displaced persons across the globe: we provide emergency aid, fight for their rights, and strengthen their opportunity for a brighter future. We work in conflict-affected areas, along the displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and sustainable solutions. We work toward successful integration and – whenever possible – for the fulfillment of the wish to return home.

The Danish Refugee Council was founded in Denmark in 1956, and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced.

All of our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency.

**About the job**

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

Represent DRC’s Education team and support the operationalization of education activities in schools and learning spaces through assessing education needs, facilitating implementation inside schools and learning spaces, and assisting with monitoring and evaluation activities.

**Duties and Responsibilities:**

* Act as the key liaison between school administration and the DRC Education team; conduct project orientation activities with school staff, including teachers, and education authorities; and assist with student registration activities, pre- and post-tests, and community activities;
* Support with needs assessment data collection, including conducting school based surveys, FGDs, rapid needs assessment etc. and coordinate with DRC PDQ team;
* Conduct daily monitoring of education activities at the appointed school/s and learning spaces; collect and enter programme data from the school and teachers and submit to the Education Programme team;
* Report weekly/ monthly implementation progress, challenges and achievements to Programme Officer as required;
* Support the delivery and distribution of learning materials in schools and to students; support post-distribution monitoring follow up;
* Conduct programme monitoring activities, such as classroom observations, key informant surveys and focus group discussions with education (teachers) and community stakeholders (parents, children);
* Support and facilitate education trainings to teachers; commit to continuous training and learning activities to strengthen the quality of DRC’s Education activities;
* Attend and represent DRC in sub-national Education Sector meetings; coordinate with DoE as required;
* Inform Education Officer of any challenges or issues, including breach of DRC Code of Conduct, operational instructions and/or change of security context that threatens the safety of staff, students and school staff;
* Perform administrative tasks as requested by the QE Programme Management Team

**About you**

To be successful in this role we expect you to have

Required

* University degree in Education, Social Sciences or related technical field.
* Minimum one year in a similar position/education role.
* Ability to work under pressure
* Team spirit and flexibility
* ICDL or equivalent computer proficiency certification (Word, Excel, Data Systems)
* Fluency in Arabic language
* Good command of the English language.

 Desirable

* Experience in working with NGOs or UN agencies is an asset

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

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

**Collaborating**: You involve relevant parties and encourage feedback.

**Taking the lead**: You take ownership and initiative while aiming for innovation.

**Communicating**: You listen and speak effectively and honestly.

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

**We offer**

**Contract Length**:  up to six months contract, renewable dependent on both funding and performance.

Salary and conditions will be in accordance with Danish Refugee Council’s Terms of Employment for National Staff.

**Application process**

Interested? Then apply for this position, go to

<https://candidate.hr-manager.net/ApplicationInit.aspx?cid=1036&ProjectId=157093&DepartmentId=19001&MediaId=5>

 And click on "Apply for position".

All applicants must upload a cover letter and an updated CV (no longer than four pages) in English. **Applications sent by email will not be considered.**

Closing date for applications:**the 19th of September 2019.**