

INTERNAL AND EXTERNAL JOB VACANCIES

Save the Children is the World's largest independent organization, making immediate and long-lasting improvements to children's lives in over 120 countries world wide. We work for a world which respects and values each child, which listens to children and learns, and where all children have hope and opportunity. We are determined to achieve dramatic change for the world's most vulnerable children and we have a huge sense of pride in what we do.

Save the Children in South Sudan is looking for highly skilled and qualified person for the following position:

Job Title: **TVET/Vocational Training Centre Warden**
 Location: **Northern Bhar-el-Ghazal, Malualkon**
 Period: **7 months-Renewable**

Job Purpose

To support the TVET centre headmaster in day to day running of the institution which include but not limited to, managing catering, maintaining absolute tidiness and cleanliness, managing the hostel facilities for boys and girls, managing students' disciplinary cases and amicably solving issues as they arise amongst students.

Key Accountabilities

- Ensures that hostel facilities are clean and students wake up early to prepare for the day's activities.
- Facilitate procurement and supply of kitchen and hostel items with the support of Logistics.
- Ensure security is proper and checking in and out of visitors properly managed.
- Prepares monthly, quarterly and annual report to submit to the TVET headmaster/Supervisor.
- Support the TVET headmaster and the Manager in achieving the overall TVET centre objectives.

Person Specifications

- At least a certificate in Guidance & Counseling or Nursing is essentially required.
- Not less than 2 years experience in hostel supervision or warden.
- Mature enough to effectively deal with common challenges facing adolescents.
- Experience in counseling youths especially girls in a learning environment required.
- Ability to speak Dinka and work in multi-cultural environment is an asset
- Strong computer skills especially MS Word and excel is an added advantage.

Save the Children works with children, communities and government all over the world and we believe in the right person for the job. Because Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's right and humanitarian principles is supported and demonstrated by all members of staff.

Save the Children's child safeguarding policy and code of conduct sets out the standards which all staff members must adhere to. We need to keep children safe so our selection process reflects our commitment to the protection of children from abuse.

Save the Children promotes equality of opportunity and strive for a representative workforce. We strongly encourage people from all social, economic, ethnic, religious and racial backgrounds and we actively encourage people with disabilities to apply for positions. Save the Children values diversity.

Interested applicants should send their applications and CV addressed to
F.Tasiku@savethechildren.org.sd OR tasikufredkato@rocketmail.com

Or send hard copies to **Malualkon** Save the Children in South Sudan addressed to Tasiku Fred, Area HR Officer.

Closing date for submission of applications is **8th March 2012**. Only successful applicants will be contacted.

Female candidates are encouraged to apply.

Approved by


 20/2/2012

