Specific duties and responsibilities:

1. The development and operational management of a number of quick impact introductory vocational courses delivered across three training centres in the following locations: Central Equatoria, Western Bhar el Ghazal and Jonglei states;

2. Recruitment, training, coaching and performance management of national vocational trainers and vocational training and livelihood project coordinators;

3. Collaboration and frequent and effective communication with the Ministry of Labour, Public Service and Human Resources Development, NGOs and partner UN agencies during implementation, and to facilitate the future integration of the vocational training courses into the Government of South Sudan’s vocational training policies and existing standardised curriculum;

4. Coordinate the procurement processes of contextually relevant training equipment and materials for courses in carpentry, building and construction, agriculture, mechanics and others as identified;

5. Technical oversight and quality assurance of a range of competency-based vocational training curricula and training methodologies aligned to existing national frameworks and systems, and to current labour market conditions in each of the states;

6. The development of a Trainer’s Manual to facilitate the capacity building of Master Trainers and local vocational trainers in the competency-based approach and in good pedagogical practice and methodologies;

7. High level operational support and supervision to practical livelihood activities, career guidance, business and vocational courses at each of the training centres including: logistics and timetabling; procurement; quality assurance of training delivery; human resource management; and risk management;

8. Management of career guidance activities, entrepreneurship and business training so as to ensure awareness of and a smooth transition to livelihoods options of trainees in their own communities.

9. The development of quantitative and qualitative data collections tools (baseline skills surveys, , training feedback forms, skills assessment, internal and external effectiveness such as drop-out rates, success rates and placement) to inform the monitoring and evaluation of the pilot phase.

10. Other duties as required