

**Job Title: Education Assistant**

**Start Date: 03/10/2023**

**Deadline: 14/10/20223**

**Project: Education**

**Location: Aden\_ Hays**

**Status: Full-Time (100%)**

**Female applicants are welcome and encouraged to join the call**

### ***About VHI***

“Vision Hope International e.V. is a humanitarian and development organization working with local communities and authorities in the Middle East and North Africa (MENA) region to transform societies in greatest need. Our aim is to alleviate extreme poverty by providing food security for families, protection and education for orphans, community integration for refugees and people with disabilities, and sustainable development that promotes human well-being. For more information about our organization, please visit our website at [www.vision-hope.org](http://www.vision-hope.org).”

### ***Job Description:***

Education Assistant will be responsible for implement soft activities of **F**ather and **M**other **C**ouncil (FMC) and Students council activation and training, led the distribution of school material for children.

### ***Responsibilities***

- Implement and assist in the planning and implementation of educational activities in close coordination with the education office and stakeholders of schools especially **F**ather and **M**other **C**ouncil (**FMC**) Activation/formation.
- Provide and contribute technical support to staff, Student Councils and (FMC) for the improvement of utilization of education services in target areas.
- Assist in trainings of FMCs members, monitor and report the implementation of educational activities
- Support all relevant MEAL activities related to planning and implementing baseline, and end-line assessments.
- In collaboration with the Education Project manager, conduct child safeguarding, gender equality and a session on VHI policies.
- Support FMC and children in the implementation of project activities and ensure their feedback are listened to the targeted group.

- Support administrative tasks such as preparing Purchase Requests and needed follow-up actions.
- Manage the distribution at the field level and be responsible for all the relevant documentation, including photos.
- Conduct field visits as required, reporting their implementation and results to the Education project manager.
- Providing technical support to social workers in the field of psychological and social support and school counseling
- Providing technical support to members of the Fathers and Mothers Council and student councils
- Writing all reports related to social service activities and community participation
- Collect and Prepare success stories as needed.
- Any other duties as may be assigned the line manager.

***Additional job responsibilities:***

- The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

***Additional Considerations:***

- The field monitor must adhere to VHI policies and the code of conduct and faithfully and responsibly represent the organization.

***Requirements (Qualification and Experience)***

- Diploma in Education a related field work.
- At least one year of experience in community participation.
- Previous experience working and training for FMCs.
- Good Experience in Educational standards in activating/formation and training FMCs and schooler items.
- Excellent communication and interpersonal skills.
- Strong understanding of community development processes.
- Good English skills.

### ***How to Apply***

- **Note:** Only filled forms in the link below will be considered candidates.
- Please use this link to apply for the position: [Click Here](#)  
or link here: <https://forms.office.com/r/YzYaUbuCLT>
- CV, Cover letter, a copy of the university degree, and Experience certificates  
send them via email to: [Recruitment.Yemen@vision-hope.net](mailto:Recruitment.Yemen@vision-hope.net)
- Please write the job title and location in the Subject Field of your email as  
Education Assistant
- Only short-listed candidates will be contacted.
- **RECRUITMENT IS URGENT:** Interested candidates are encouraged to apply as  
soon as possible and not to wait until the closing date