



# Education Project Assistant

tvt07998@gmail.com

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Web :

## Job Summary

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Vacancy :

Deadline : Nov 14, 2024

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Employment Status : Full Time

Experience : Any

Salary : As per SSEOA salary scale

Gender : Male

Career Level : Any

Qualification :

### About Shining Star Educational Organization of Afghanistan:

Shining Star Educational Organization of Afghanistan (SSEOA) is a non-profit, non-governmental, and non-political organization registered with the Ministry of Economy of Afghanistan, with Registration Number 4388 dated February 18, 2018. SSEOA works in the fields of education, health, and livelihood in the remote regions of Afghanistan. SSEOA envisions creating educational opportunities for girls and women to grow, thrive, and prosper. SSEOA works to empower communities in Afghanistan through education, especially for girls, promotes peace through education, and conveys the importance of these activities all around the country. Our mission is to empower Afghans, especially girls and women in the remote regions of Afghanistan by creating educational opportunities and livelihood skills because SSEOA has a firm belief that without educating girls, peace and prosperity is not possible.

SSEOA boasts a team of highly qualified professionals renowned for their discipline, organization, efficiency, and extensive tenure within both national and international organizations. The team is spearheaded by an Executive Body comprising of the Executive Director, Deputy Director, Program Director, Finance Manager, and Program Manager, each bringing a wealth of experience and expertise to the table. At the helm of strategic governance stands SSEOA's Board of Directors, comprising five distinguished members renowned for their extensive experience working with the government and NGO sector.

### Job Description:

#### Position Summary:

The Project Assistant will be responsible for supporting the education program in the smooth running of project activities.

#### Responsibilities:

- Implementation of CBE, ECD and remedial educational programs of the organization.
- Assist in the planning and coordination of educational projects and programs.
- Controlling of educational programs of the organization.
- Coordinating meetings with the related authorities.
- Assist the Project Manager and other project staff in planning and implementing CBE, ECD and remedial classes.
- Guiding the CBE, ECD and remedial teachers if they need help.
- Coaching on the gaps that were found during the evaluation of education programs.
- Communicate with project stakeholders, including educators, parents, and community members.
- Support the development of educational materials and resources.
- Traveling in provinces and districts where the organization implements educational programs.
- Regular monitoring of CBE, ECD and remedial classes.
- Attending meetings.
- Follow up on the project implementation in the field.
- Develop success stories for the monthly report.
- Maintain project documentation and records.
- Data collection survey and small research from the project site.
- Any other tasks assigned by the line supervisor.

### Job Requirements:

#### Qualification:

- Bachelor's degree in Social Sciences or another related field.
- Minimum 3 years of experience in Educational Projects.

#### Skills:

- Ability to prioritize multiple tasks.
- Ability to work in groups.
- Visiting fields.
- Sound ability to speak local and English languages and operate a computer.
- Have the extreme patience and abilities required for working with children.
- Be punctual on time and able to meet deadlines.
- Able to travel to provinces when required.

### Submission Guideline:

- Interested Candidates are invited to submit their CV, a Cover Letter, and references to [hr@sseo.af](mailto:hr@sseo.af)
- Please indicate the Position Title and Vacancy number (Education Project Assistant 2024-026) in the subject line of your email. Otherwise, your application will not be considered.
- Applications after the closing date (midnight) will not be considered.
- Due to the large number of applications received, we can only correspond with the Shortlisted Candidates.

### Submission Email:

[hr@sseo.af](mailto:hr@sseo.af)

**Education & Experience**

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Bachelor's degree in Social Sciences or another related field.

**Must Have**

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Bachelor's degree in Social Sciences or another related field.

**Educational Requirements**

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**Compensation & Other Benefits**

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