



Windle Trust

Kenya

The Windle Charitable Trust

Education Transforms Society

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BACKGROUND:

Windle Trust Kenya (WTK), a member of Windle International, is a non-profit organization with a mission to transform society through education and training. We are working with communities in Dadaab District, Fafi, Wajir South, Turkana North, Turkana West, Dadaab Refugee Camps and Kakuma Refugee Camp on education projects. The ROCS Programme is working with teachers and the existing school management structures towards generating understanding and support for the enrollment of out-of-school children in target schools in Dadaab, Turkana North and Turkana West sub counties.

WTK in partnership with the United Nations Children's Fund (UNICEF) is implementing the '*Return Out-of-School Children to School*' (ROCS) Programme in Turkana and Garissa Counties and is seeking a suitable candidate to fill the position of Education Officer to be based in Dadaab.

Position Title: Education Officer – (1 Position)

Location: Dadaab

Contract term: Full-time, 8 months contract with no possibility of extension

Ref: EO/ROCS/08/2017

Key Areas of Responsibility:

The Education Officer will be in charge of coordination and implementation of '*Return Out-of-School Children to School*' (ROCS) program in 11 schools. S/he is expected to work with key education stakeholders such as the Ministry of Education, sub-county and local administration officials, teachers, parents, opinion leaders, and religious leaders to generate their support for education and thus increase enrolment of out of school children in targeted schools in Dadaab Sub-County.

The Education Officer will work in collaboration with education staff and partners and WTK's heads of agencies in Dadaab for the success of the program.

Qualifications and Experience:

- A degree in Education with at least 3 years of proven experience in effective and efficient management of Kenya education with high quality outputs.
- Has good report writing skills
- Excellent planning, analytical, conceptual and organizational skills.
- Ability to motivate staff and students to perform maximally and a good team-player.
- Mastery of office software (MS Word, Excel, and Power Point) required.
- Able and willing to live, work, travel in fast-paced and environment adhering to strict security guidelines.
- Good understanding of the area of operation is an added advantage

If you wish to apply for this position, please send your résumé with a covering letter quoting the reference number to: applications@windle.org OR Human Resource Department, Windle Trust Kenya, P O Box 40521-00100 Nairobi **on or before 6th September, 2017**

All application documents MUST be submitted as one continuous document in either PDF or Ms. Word format and this document clearly bear the applicant's names.

Windle Trust Kenya's selection processes reflect our commitment to equal opportunity regardless of one's gender, disability, religion or ethnic affiliation. We work in schools and are committed to safeguard children from abuse.