
VACANCY ANNOUNCEMENT

Position Title:	Psychosocial Counsellor (2 positions)
Location:	One in Dadaab and One in Kakuma
Contract term:	7 Months contract with possibility for extension
Ref:	BPRM/35/18

BACKGROUND

Windle International - Kenya (WIK), a member of Windle International, is a humanitarian organization providing education to refugees and needy Kenyans. WIK was founded in 1977 with the belief that good education was essential if Africa was to meet the challenges it faced. Windle International Kenya (WIK) and its partner World University Service of Canada (WUSC) are implementing the Strengthening inclusive learning environments (Shule) Project, with funding from the U.S. Department of State's Bureau of Population, Refugees and Migration (BPRM). The goal of the Shule Project is to strengthen the quality of education provision for refugee girls in Northern Kenya to improve transition outcomes, particularly for girls with special needs and over-aged learners. In order to achieve this objective, the project will:

- Increase access to extracurricular academic support programs for vulnerable refugee girls in upper primary, particularly girls with special needs and over-aged learners
- Enhance ability of teachers to deliver high-quality education using gender-responsive pedagogy and inclusive teaching methods
- Improve the accessibility of digital teaching and learning materials for secondary school students and teachers

The project works in Kakuma and Dadaab Refugee Camps and the surrounding host communities.

KEY AREAS OF RESPONSIBILITY

The Psychosocial Counsellor will provide overall psycho-social support to the project beneficiaries. The key responsibilities include:

- Training teachers, parents and staff to enhance their effectiveness in providing psycho-social support to the project beneficiaries
- Facilitating the establishment of school counselling mechanisms
- Providing comprehensive psychosocial counselling services to meet the needs of the project beneficiaries in target schools
- Establishing networks with other state and non-state agencies within and without the area of operation for referral purposes to address complex counselling requirements of project beneficiaries

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- A Counselling degree from a recognized University
- Valid membership with a Professional Counselling Association
- At least 3 years' experience in the field of Counselling and/or community based psychosocial programming
- Demonstrated/proven experience in working with girls
- Good report writing skills
- Able and willing to live, work, travel in fast-paced and insecure environment adhering to strict security guidelines
- Mastery of office software (MS Word, Excel, and Power Point)

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

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VACANCY ANNOUNCEMENT

Position Title:	Special Needs Education Teachers (13 positions)
Location:	Seven in Dadaab and Six in Kakuma
Speciality:	Hearing Impairment (4 in Kakuma; 5 in Dadaab) Visual Impairment (2 in Kakuma; 2 in Dadaab)
Contract term:	7 Months contract with possibility for extension
Ref:	BPRM/36/18

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QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- A Bachelor's degree in Education, (Special Needs Education)
- 3 years' experience teaching students with disabilities in a Secondary School with proven performance and outstanding results.
- Registered with the Teachers Service Commission
- Mastery of office software (MS Word, Excel, and Power Point).
- A strong passion and commitment to work with and for persons with disabilities.
- Able and willing to live, work, travel in fast-paced and insecure environment adhering to strict security guidelines.
- Flexible, with ability to handle multiple tasks and meet strict deadlines.
- Strong planning, organization and problem solving skills with ability to work hands-on, independently, and within teams in a difficult work environment.
- Strong communication (written & spoken) and interpersonal skills
- Ability to work with staff and students from diverse cultures

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VACANCY ANNOUNCEMENT

Position Title:	ICT Officer (2 positions)
Location:	One in Dadaab and One in Kakuma
Contract term:	7 Months contract with possibility for extension
Ref:	BPRM/37/18

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KEY AREAS OF RESPONSIBILITY

The ICT Officer will be responsible for ongoing support on installation and maintenance of equipment for the project.

S/He will be responsible for:

- Overseeing the process of equipping the computer laboratories for successful delivery of online modules
- Provision of relevant digitized curriculum content to targeted secondary schools in liaison with project staff
- Ensuring timely procurement of required equipment to target schools and promotion of the adoption of ICT in curriculum implementation in schools.
- Installing and maintaining hardware, software and networks necessary for successful implementation of the project
- Ensuring networks are running efficiently and effectively
- Managing computer resources by maintaining an up to date IT register
- Providing administrative services and technical support for all networked workstations
- Ensuring all users adhere to network security standards

- Participating in engagements with partners on connectivity and online platform issues experienced by teachers and providing technical and contextual information for purposes of resolving any challenges experienced.

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- A BSc in Computer Science or equivalent
- At least 3 years of relevant experience
- Experience with LAN, WAN, VSAT technologies
- Mastery of office software (MS Office, MS Excel and PowerPoint)
- Well versed in operating IT equipment
- Excellent planning, analytical, conceptual and organizational skills

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VACANCY ANNOUNCEMENT

Position Title:	Monitoring Officer (1 position)
Location:	Based in Nairobi with frequent travel to Kakuma and Dadaab
Contract term:	7 Months contract with possibility for extension
Ref:	BPRM/38/18

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KEY AREAS OF RESPONSIBILITY

The Monitoring and Evaluation officer shall be responsible for designing and implementing monitoring and evaluation activities of SHULE Project; supporting the project team in data management, compilation of qualitative and quantitative reports and monitoring project activities.

In addition, the Monitoring and Evaluation Officer shall:

1. Provide leadership support to project staff in all aspects of monitoring and evaluation for the SHULE project
2. Review the SHULE project work plan and monitoring tool and ensure proper tracking of agreed performance indicators, targets and timelines for effective project delivery
3. Assist in the development of data collection tools, ensuring the data is collected, organized and stored ready for internal and external consumption
4. Participate in BPRM organizational/joint monitoring missions at designated project sites and provide technical and contextual information for the purpose of verifying project performance.
5. Lead in the tracking academic progress and well-being of project beneficiaries for the purpose of reporting and taking appropriate remedial action where applicable.
6. Provide monthly and quarterly narrative project implementation reports that describe in detail activities and progress achieved against agreed output level indicators for the reporting period

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

The candidate should meet the following minimum requirements:

- A university degree in Social Sciences, Development studies, Statistics, Economics or related field, such as operations research, quantitative analysis, etc.
- 3 years proven experience with M&E methods and approaches, planning and implementation of M&E systems, information/data analysis and report writing
- Thorough familiarity with principles and current approaches to M&E using both quantitative and qualitative methods;
- Demonstrated M&E field experience: skilled in collecting, manipulating, synthesizing and analysing data
- Experience in designing tools and strategies for data collection, analysis and production of reports
- Experience in humanitarian education contexts shall be an added advantage.
- Basic knowledge of education issues in Africa, specifically the Great Lakes, East Africa and Horn of Africa South Sudan shall be an added advantage
- Excellent data analysis and report writing skills
- Proficiency in word processing, spreadsheet (preferably Microsoft Excel) and presentation software (Microsoft)
- Excellent inter-personal, facilitation skills and communication skills

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