

ADVERTISEMENT

Position Title:	Principal –21/18
Location:	Kakuma
Contract term:	Full-time, 6 months' contract with possibility for extension

Windle International - Kenya (WIK), a member of Windle International, is a humanitarian education 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. We are working with communities in Dadaab, Fafi, Wajir South, Turkana West, Turkana North, Dadaab Refugee Camp and Kakuma Refugee Camp on education projects.

Windle International Kenya is seeking for a suitable candidate to fill the position of Principal based in Vision Secondary School (VSS). VSS is one of the secondary schools located in Kakuma Refugee Camp with a student population of 2042. This is a two in one school, that runs in two a morning school and afternoon school with 2 deputy principals and 2 sets of staff.

KEY RESPONSIBILITIES

In liaison with the Education Officer and in partnership with teachers in the school, the Principal serves as the school and educational leader responsible for development, implementation, supervision, and evaluation of a comprehensive education programme and student services. The Principal administers the school in accordance with WIK policies and promotes a secure environment from which to achieve high standards in all areas of the school's work.

The Principal works with staff, the students, parents and other stakeholders to develop a shared strategic vision and plan which grows the school, inspires and motivates pupils, staff and all other members of the community and leads to raised standards of achievement.

Desired Qualifications, Knowledge, Skills and Abilities

a) Academic & Professional Qualifications

- A degree in Education or Bachelor of Science degree with a post graduate diploma in education
- Prove of registration with the Teachers Service Commission
- Minimum of four years' experience teaching in a secondary school
- At least 3 years' experience in Secondary Education Programme management either on Deputy Principal, Principal or above
- Certificate or testimonial on Management & Leadership training

b) Knowledge

- Knowledge of innovations in education
- Knowledge and skill in staff management, development and relations
- Knowledge and demonstrative skills in the use of technology for teaching and learning
- Managerial skill in planning, organizing, delegating, and listening
- Knowledge about Education laws, rules and regulations governing the operation of public schools
- Knowledge about refugees and education in the emergencies
- Evidence of continuing professional development relating to school leadership and management, and curriculum / teaching and learning
- Proven performance as a secondary school teacher/Principal with outstanding results
- Demonstrated capabilities and strategies to propel secondary schools to top national performance in curricula and co-curricular activities.

c) Abilities & Skills

- Ability to facilitate resolution of complex interpersonal issues.
- Ability to foster school performance and growth
- Ability to create a safe, orderly, positive school climate for students and staff
- Ability to react and manage emergency situations in an effective manner ensuring safety of students and staff
- Ability to analyze educational data, develop strategic plans, set targets and monitor/evaluate progress
- Understanding of and commitment to promoting and safeguarding the welfare of students.
- Ability and experience of effective monitoring and evaluation of teaching and learning
- Proven abilities experience of raising standards of achievement

- Ability to manage students discipline to create a climate hospitable to education
- Ability to engage parents, community and BOM for resource mobilization and fund raising for the school
- Strong leadership skills especially dealing with a large school
- Excellent analytic skills to develop solutions to all kind of problems, including disciplinary issues and budget concerns
- Ability to motivate teachers and students to perform to their best and to strive for improvements
- Ability to maximize educational outputs with minimal resources
- Ability to prepare and submit accurate, monthly, termly and annual education donor reports
- Proficiency in handling school data including submission of EMIS
- Mastery of office software (MS Word, Excel, and Power Point)

d) Integrity

- High level of integrity, commitment and professional responsibility
- Possess a Character and demeanor able to bring honour to the organization and dignity to the office
- In built capability to promote public confidence in the integrity of the office
- Proven track record in executing public duties in an honest manner
- Proven high level of accountability in managing public resources
- Demonstrated high level of discipline and commitment in service to the people

If you wish to apply for this position, please send your résumé with a covering letter quoting the **reference number 21/18** to: applications@windle.org **on or before Monday 9th July 2018.**

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 International – Kenya 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.