



ADVERTISEMENT - EMPLOYMENT OPPORTUNITY

Position Title:	EDUCATION OFFICER – ANTICIPATED FUNDING
Location:	Dadaab Refugee Camp & Kakuma Refugee Camp
Contract Term:	Full-time, 12 month contract with possibility for extension
Ref:	WIK/EO/17/2022

BACKGROUND:

Windle International Kenya (WIK) 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, Dadaab Refugee Camp, Kakuma Refugee Camp and Kalobeyei Settlement on education projects.

Windle International - Kenya is anticipating funding and plans to recruit two suitable candidates to fill the position of Education Officers to support the schools based in Dadaab Refugee Camp and Kakuma Refugee Camp.

KEY AREAS OF RESPONSIBILITY

The individual recruited for this position will be expected to carry out the following duties:

- Responsible for coordination, implementation, monitoring and evaluation of education activities in collaboration with education staff and partners
- Provision of adequate and timely technical guidance, supervision, capacity building and management support
- Promote quality delivery of the secondary education programme
- Promote community self-management in relation to the running of secondary schools
- Provide essential physical facilities and instructional materials to the schools

QUALIFICATIONS

- A degree in education, with a Masters degree in Education or related field preferred
- 5 years of proven experience in effective and efficient management of Kenya education with high quality outputs.
- At least three years of experience managing program staff and implementation in the field with experience in education preferred
- Proven knowledge of Kenya Education systems and rich networks with Key MOE officials.
- Ability to motivate staff and students to perform maximally and a good team-player.
- Excellent planning, analytical, conceptual and organizational skills.
- Understanding of data collection and analysis and documentation of results
- Proven ability to manage and control finances, track project expenditure, prepare and guide department staff on budget forecast and expenditure levels.
- Proven track record and experience in procurement processes.
- Has good report writing skills
- Understanding of humanitarian, development and protection standards and their application in the field.
- Superior writing skills, including proven ability to conceive and write grant proposals and donor reports.
- 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 submit your application through the link <https://forms.gle/YCFiU8E9XzALsmhg9>

Deadline for applications is **Thursday 22nd September 2022**. Please note that only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification. 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. Female candidates are strongly encouraged to apply.

Executive Director
Windle International Kenya