



ADVERTISEMENT – EMPLOYMENT OPPORTUNITY

Position Title:	EDUCATION OFFICER
Location:	Dadaab Refugee Camp
Contract Term:	Full-time, 1-year contract with possibility for extension
Ref:	WIK/EO/03/2022

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 seeking for suitable candidates to fill the position of an Education Officer.

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 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.
- Proven knowledge of Kenya Education systems and rich networks with Key MOE officials.
- Superior writing skills, including proven ability to conceive and write grant proposals and donor reports.
- Proven ability to manage and control finances, track project expenditure, prepare and guide department staff on budget forecast and expenditure levels.
- 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 our recruitment portal <https://forms.gle/pxmgVBjMQn8gvEJc8>

Deadline for applications is **Friday 7th January 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.

Phyllis Mureu
Executive Director

23rd December 2021