

Vacancy Announcement. Education Officer

Lutheran World Federation –Kenya-Djibouti-Somalia Program, is seeking to recruit a suitable candidate for the position of Education Officer, to be based in Dadaab Refugee Camp (**Ifo, Hagandera and Dagahaley**). The Education Officer among other duties will be responsible for coordinating and overseeing operational plans in the Education Department.

Education Officer

1. He/She will be responsible for coordinating and overseeing operational plans in the Education Department.
2. He/she will work hand in hand with the other Education Officers to improve the proper operations and management of the Education Sector.
3. The incumbent will report directly to the Senior Education Officer or his/her designate, while working closely on a daily basis in collaboration with Education staff and other sectors of LWF.

Duties and responsibilities will include:-

1. Setting short and medium term Education program plans and budgets in liaison with the SEO and other Education Officers; and plans and monitors performance against those plans.
2. Assisting with planning and design of primary education activities and measures of achievement and collecting data for LWF/DWS Education performance monitoring plan, especially with regard to education indicators.
3. Overall in charge of school supplies (teaching and learning materials which includes: Making requisitions on quarterly basis of the required school materials and equipment, Distribution of the same to all schools in good time for appropriate utilization,
4. Ensuring regular communication and interaction between the Education Sector Management staff and teachers, and the school management committees, Refugee Education committees, District Education Office, and other development partners and agencies.
5. Continuing to investigate gender imbalances in education service provision in the schools, and designing and implementing initiatives aimed at increasing enrolment and improving retention and performance of girls in the schools.
6. Monitoring progress and impact of the primary education unit through regular school visits.
7. Reviewing annual work plans and activity plans of the unit for comprehensiveness, clarity and adherence to LWF/DWS Somali Refugee Assistant Project-Dadaab goals and objectives.
8. Working with teachers and others to ensure the meaningful participation of learners in all aspects of the unit.
9. Overseeing data collection and analysis in order to facilitate accurate and prompt provision of qualitative and quantitative information that will inform management on administrative and policy decision making.
10. Arranging the sharing of ideas between teachers and schools and coordinating the work of head teachers, school management committees and school inspectors in the camp.

11. Participate in all educational and other activities including midterm reviews organized by the LWF and other CPs like WFP and UNHCR

Professional Qualification:

1. A degree in education is the preferred qualification. A social science degree in a related discipline would also be considered.
2. Proven training in curriculum development and implementation, and educational administration.
3. Proven academic or on-job training and understanding of the Project Cycle model in managing humanitarian assistance.

Relevant Experience:

1. 3 years of progressive experience in primary education programs for refugees or rural communities.
2. Experience gained within an international humanitarian NGO will be an added advantage.
3. Strong analytical, administration and documentation skills in the management of educational institutions or programs consisting of primary education.
4. Experience in proposal and report writing and excellent computer skills.
5. Experience in Training of Trainers/Facilitators skills (TOT & TOF) an advantage.

How to Apply;

Applications should reach the undersigned by close of business on 16th December 2018 and must include full contact details of 3 referees.

The Human Resource Officer, Lutheran World Federation Kenya-Djibouti,

Email: lwf.dadaab@gmail.com

Kindly indicate the position you are applying for on the subject line. **(EDUCATION OFFICER)**

Only shortlisted candidates will be contacted.

Start date of the successful candidates **January 2018**

LWF World Service is an equal opportunity employer, irrespective of gender, race or religious affiliation. Qualified persons with disability and female candidates are encouraged to apply.

LWF World Service adheres to Child protection standards and to internal Child protection Policy.

LWF World Service is a signatory to the Code of Conduct for humanitarian agencies.

Our recruitment and selection procedures reflect the organization's commitment to the prevention of abuse and exploitation of beneficiaries.