

VACANCY ANNOUNCEMENT

Lutheran World Federation World Service Kenya Program is seeking to recruit a Kenyan national for the following position to be based in **Kakuma**.

Position: **EDUCATION OFFICER – SPECIAL NEEDS EDUCATION (SNE)**

Role Purpose

The Special Needs Officer will be based in Kakuma Refugees Camp and shall be responsible for coordinating and overseeing operational plans in the SNE Unit. He/ She will work hand in hand with Education Coordinator to improve the proper operations and management of Education Sector.

The incumbent will report directly to the Education Coordinator or his/her designate, while working closely on daily basis in collaboration with Education staff and other sectors of LWF

Duties and responsibilities

1. Setting short and medium term Education plans and budgets in liaison with the Education Coordinator, plan and monitor performance against those plans.
2. Assisting with planning and designing of primary education activities and measures of achievement of collecting data for LWF Education performance monitoring plan, especially with regards to education indicators.
3. Managing Educational Assessment and Resource Centre(EARC), including carrying out assessment of all types of disabilities, Keeping data of all cases assessed, school placement, follow up and making medical referrals for medical intervention.
4. Overall in charge of school supplies for SNE learners (Teaching and learning materials which includes: Making requisitions on quarterly basis of the required school materials and equipment, Distribution of the same to all learners with disabilities in good time for appropriate utilization.
5. Ensuring regular communication and interaction between the Education Sector Management staff and teachers, and the School Management Committees, Refugee Education Committees, Sub-County Education Office, and other development partners and agencies.
6. 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.
7. Monitoring progress and impact of the primary education unit through regular school visits.
8. Reviewing annual work plans and activity plans of the unit for comprehensiveness, clarity and adherence to LWF Kenya Djibouti Project-Kakuma goals and objectives.
9. Working with teachers and others to ensure the meaningful participation of learners in all aspects of the unit.
10. 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.
11. Arranging and sharing of ideas between teachers and schools and coordinating the work of head teachers, School Management Committees and Quality Assurance and Standard Officers in the Camp.
12. Participate in all educational and other activities including midterm reviews organized by LWF and other agencies like WFP and UNHCR.

13. Oversee quality of infrastructure and cleanliness in schools. Liaise with other officers in charge of each unit.

Professional Qualifications

- A degree in Special Needs Education, with a bias on Educational assessment of learners with disabilities is preferred. A social science degree in a related discipline would also be considered.
- Proven training in curriculum development & implementation and Educational Administration.
- Proven academic or on-job training and understanding of the Project Cycle model in managing humanitarian assistance.
- At least three years of progressive experience in primary education programs for refugees or rural communities. Experience gained within an International Humanitarian Organization will be an added advantage.
- Strong analytical, administration and documentation skills in the management of educational institutions or programs consisting of primary education.
- Experience in proposal and report writing and excellent report writing skills.
- Experience in Training of Trainers/Facilitators skills (TOT & TOF) is an added advantage.

Personal Attributes:

- High level of motivation, integrity, commitment and professional responsibility.
- Ability to tolerate cultural, educational and religious diversity in the work place.
- Excellent communication, organization and presentation skills.

LWF/WS is an equal opportunity employer, irrespective of gender, race or religious affiliation. LWF/WS 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.

Applications and detailed CV must include email address and telephone contacts of 3 referees, one of whom must be your supervisor in your current employment. They should reach the undersigned by close of business on **26th April, 2019.**

The Human Resources Officer
Lutheran World Federation
P.O. Box 48, Kakuma,
Or email to: lwfkak@gmail.com

Only short-listed candidates will be contacted.