

Vacancy Announcement

Position: Education Coordinator

Duty Station: Kakuma

The Education Coordinator will be **based in Kakuma Refugee Camp** and shall be responsible for coordinating and overseeing operations in the Education Department. He/she will work hand in hand with the Education staff, Education and Child Protection Technical Advisor to improve the operations and management of the Education Sector. The incumbent will report directly to the Project Coordinator or his/her designate, while working closely on a daily basis in collaboration with other LWF sectors.

Key Responsibilities

- Team leader of Education sector staff, train, mentor and motivate them to work for collective responsibility and accountability.
- Reinforce HR policies and procedures in all staff related matters, such as recruitment, orientation, performance management, staff development, and exit processes.
- Ensuring regular communication and interaction between the Education sector management staff, teachers, the school Boards of Management, Refugee Education committees, County and Sub-County Education Office, and other development partners and agencies.
- Fostering effective relationships with relevant stakeholders especially the Ministry of Education (MOE) and its Semi-Autonomous Government Agencies (SAGAs) e.g. KISE, KICD, KEMI etc.
- Ensuring cordial relations with Education partners including UNHCR, UNICEF through linkages, networking, coordination and collaboration.
- Actively promoting the rights of persons of concern in all interactions with stakeholders including the Government.
- Embracing the rights-based approach when interacting with people of concern and when implementing project activities.
- Interacting with rights holders and establishing networks with stakeholders to address real needs and promote best practice procedures.
- Ensuring that project proposals, monitoring and evaluation activities, progress reports and other documentation relating to Education matters are developed, finalized and submitted to the Project Coordinator at the agreed time frame and in good quality.

- Ensuring that all crosscutting issues (i.e. gender, environment, conflict mitigation, contingency planning and accountability) and LWF approaches (i.e. rights-based approach, integrated approach, and community empowerment) are mainstreamed into all project activities.
- Keeping abreast with new developments and relevant research in relation to Education, and using this knowledge to improve ways of working. E.g. use of new trends in ICT, ALP, EiE, INEE, curriculum development and reviews, EGRA and EGMA assessments and documentation of lessons learnt.
- Taking responsibility for personal learning and competence development.
- Actively protect children in every aspect of work and personal life, by preventing harm and reporting child abuse.
- Using the “Hotline for Heroes” to report fraud, corruption, harassment, abuse or any other acts of wrongdoing by staff.
- Align Education programming within the Kenya-Djibouti-Somalia Country Strategy.

Qualifications, Experience and Competencies

- At least a degree in Education is the preferred qualification. A social science degree in a related discipline would also be considered.
- Proven training and or understanding of curriculum development and implementation, ICT in Education, Education in Emergency, INEE and ALP
- Proven academic or on-job training and understanding of the Project Cycle model in managing humanitarian assistance.
- At least 4 years of progressive experience Education programs for refugees or rural communities. Experience gained within an international humanitarian NGO will be an added advantage.
- Strong analytical, administration and documentation skills in the management of Educational institutions or programs consisting of Primary, ECD, ALP, SNE, and use of ICT in Education.
- Experience in project cycle management, proposal, report writing, curriculum interpretation and excellent computer skills.
- Experience in Training of Trainers/Facilitators skills, Teacher training (TOT & TOF) is an added advantage.
- Exhibiting the generic employee skills especially valued by the organization: Dependability and productivity, Communication, Problem solving, Teamwork, Safety and Security, Accountability and Integrity
- 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.

Applications should reach the undersigned by close of business on **14th December 2018**, with reference **Education Coordinator-Kakuma** and must include full contact details of 3 referees.

The Human Resource Manager, Lutheran World Federation Kenya-Djibouti-Somalia
Email: lwf.nbi.kenya@gmail.com

Only shortlisted candidates will be contacted.

"LWF World Service is an equal opportunity employer, irrespective of gender, race or religious affiliation.

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.

LWF is a Child Safe Organization."