

Vacancy Announcement

Education Quality Assurance and Standards Officer (EQASO)

Lutheran World Federation/World Service Kenya/Djibouti Program is seeking to recruit Kenyan National for the above position, to be based in Dadaab Refugee Camp (**Hagadera, Ifo and Dagahaley**). The **Education Quality Assurance and Standards Officer** will be responsible for developing and fostering appropriate skills and social abilities to enable refugee learners achieve optimum development according to age, ability and aptitude. He/she will work hand in hand with the Senior Education Officer, Education Officers, other Education staff and other Sector staff to facilitate learning and improve proper curriculum implementation in schools.

Duties and Responsibilities include but are not limited to: -

1. He/she will be responsible for; Establishing, maintaining and improving standards in all primary schools.
2. Provide services to enrich and support students' learning.
3. Ensure Quality Assurance and Standards in assessment of all primary schools.
4. Supervision that includes all efforts to school officials and expected to provide leadership to the teachers and other educational staff, guide on instructional materials, methodologies and evaluation of instruction.
5. Ensure both supervisor and supervisee provide the learning centers with information, evaluation about schools, teachers, providing advice, assistance and feedback.
6. Co-ordinate, organize and implement co-curriculum activities at camp level, county level and at national levels.
7. Vetting of all teachers and other education staff to ensure they comply with National Standards.
8. In Liaison with KNEC and other examination bodies ensure KCPE, ECDE and diploma teacher education examination teaching practice or conducted smoothly.
9. Be the custodian of policy formulation and implementation on matters related to Quality Assurance;
10. In liaison with the Senior Education Officer, work on the curriculum from design, development, implementation and evaluation in line with the national curriculum.
11. Monitor the performance of teachers and education officers.
12. To organize in-service training programs for serving teachers and education managers in collaboration with other agencies in the education sector.
13. Equitable distribution of teachers and organizing co-curricular activities in schools.
14. Talent identification and development in schools.

15. Advising the education sector on all matters of Quality Assurance and Standards.

Professional Qualification:

1. Bachelor in Education (B. ED), Development Studies or other related field from a recognized university with additional training in education management.
2. Strong analytical, administration and documentation skills in the management of educational projects or programs consisting of ECDE and primary education management and teacher training.
3. At least 3 year of experience in implementing education and disaster risk reduction.
4. Experience in teaching/training.
5. A very good understanding of Comprehensive School Safety or Disaster Management is desirable
6. Strong communication and interpersonal skills.
7. Strong reporting skills.
8. Ability to manage a complex and diverse workload and to work with tight deadlines.
9. Ability to contribute to a small, proactive team, motivating staff and working collaboratively with colleagues and providing support and advice as necessary
10. A full appreciation of the value of co-operation, both internationally and within a team environment.

Relevant Experience:

1. Experience in proposal and report writing, and Proven M&E competencies with excellent computer skills.
2. Experience in Training of Trainers/Facilitators skills (TOT & TOF) is an advantage
3. At least 3 years of progressive experience in ECDE and primary education programs, and teacher training projects.
4. Experience in implementing education in emergency locations.
5. Experience gained within an international humanitarian NGO –preferably in Dadaab will be an added advantage.
6. Written and verbal fluency in English.

Personal Attributes:

1. High level of motivation, integrity, commitment and professional responsibility.
2. Ability to tolerate cultural, educational and religious diversity in the work place.
3. Excellent communication, time management, organization and presentation skills.
4. A good team player with high degree of initiative, flexibility and tolerance

How to Apply;

Applications should reach the undersigned by close of business on **2nd 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.

Only shortlisted candidates will be contacted.

Start date of the successful candidates is **January 2019**.

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.