



WOMEN EDUCATIONAL RESEARCHERS OF KENYA

Linking Research to Advocacy and Action

Vacancy

Job Title:	Program Officer Community Liaison
Program:	Opportunity Schools
Reports to:	Senior Programs Officer
Supervises:	Project officers
Start Date:	Immediately
Location:	Nairobi with 50% travel to Kajiado County

Program Overview

Women Educational Researchers of Kenya (WERK) is a professional association of researchers, with interest in education, gender and community development. WERK is implementing the Opportunity Schools Program in Kajiado County whose overall goal is to ensure retention and learning outcomes in Primary school are increased through a sustainable program by 2019.

Description:

The Program officer will be responsible for overseeing, supervising and guiding project officers on their day to day OSP activities within their areas of jurisdiction. He will report to the Senior Program Officer on the progress of OSP activities taking place in the community level. He will also provide critical input into the development of viable community initiatives to ensure transition of learners to secondary schools.

Overall responsibility:

The main function of the program officer will be to:

- Budget, Schedule , and co-ordinate logistics for community activities
- Organize and manage calendar schedules for community –related activities
- Collaborate with the local leadership for effective implementation of OSP.
- Facilitate leadership training for education leaders at school level
- Facilitate and build capacity of partner staff
- Coordinate, plan for and support the community adult literacy facilitators
- Supervise and support project officers

- Prepare and submit quality program reports within the stipulated timelines.
- Compile and submit quality expense reports

General Responsibilities

1. Participate in WERK processes;
2. Undertake the activities above in line with the associated budgets and with program work plans, in ways that are consistent with WERK policies;
3. Keep up to date with best practice in teachers' professional development;
4. Participate in meetings and sessions as needed;
5. Undertake any other lawful tasks as may be assigned by the Program Manager.

Qualifications, Skills and Experience:

- Minimum Bachelors of Education. Master's degree is an added advantage;
- At least three years of proven experience in working with communities to improve livelihood. Experience in working as a teacher is desired.
- Good understanding of the adult education terrain in arid lands, and good knowledge on teacher training and management issues;
- Computer literacy – word and excel spreadsheets - is mandatory;
- Demonstrated experience in designing and organizing training activities, including follow-up, monitoring and documentation of post-training activities;
- Excellent report-writing and verbal communication skills in Maa, Kiswahili and English.
- Very good people and public relations skills;
- Commendable facilitation skills
- Rich network of community forum holders
- Ability to work with minimal supervision;

Applications should include:

- A resume summarizing qualifications and experience;
- An application letter;
- 2 work referees with contact details;
- Please indicate your expected remuneration/salary in your application;

Interested candidates should submit their applications by Thursday 6th March 2019 via email to: jobs@werk.co.ke . Applications will be reviewed on a rolling basis.