



WOMEN EDUCATIONAL RESEARCHERS OF KENYA  
*Linking Research to Advocacy and Action*

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## SECONDARY SCHOOL TRANSITION OFFICER

**Job Title:** Secondary School Transition Officer  
**Department:** Programs  
**Reports to:** Program Manager  
**Location:** Nairobi with travel to Project Counties.  
**Start Date:** October 2024

### Organization Background

Women Educational Researchers of Kenya (WERK) is a not-for-profit professional membership association founded in 1994 as an ad hoc group of women researchers in education and the social sciences. WERK strives to contribute towards the entrenchment of the principles of equity, justice & peace in Kenya for the betterment of the lives of girls and women, boys and men in Kenya by linking research to advocacy and action. Our activities are two prong: through our membership, we have established a track record in conducting rigorous, large scale, innovative & cutting edge research & applying it to advocacy & policy reform; and through our Secretariat, we are engaged in the implementation of evidence-based multi-year education action research projects which address access to education, equity in education, transition and completion strategies, learning outcomes, life skills and mentorship.

WERK through the African Higher Education in Emergencies Network- AHEEN (UoN, Kenyatta Univ., City Univ of Mogadishu, Hope Africa Univ., University of Juba, YES, DRA & Moi Univ,) received Mastercard funding to implement the AHEEN RDP pathways project( July 2024-March 3031) with a goal of supporting 3400 RDPs in Africa to attain quality education leading to dignified and fulfilling work and displaced persons are integrated into enabling societies. Under the AHEEN RDP pathways grant, Refugee Led Organizations (RLOs) are full members of the AHEEN network with the implementation of the AHEEN programs on the ground. Under Pillar 1 of the project, (Increased Secondary Education Retention and completion rates for 1050 RDP learners 70% women), the project will facilitate a number of activities to support transition to higher education. We are currently seeking to engage a passionate, dynamic, and enthusiastic Secondary School Transition Officer.

### Overall Responsibility:

The Secondary School Transition Officer will be responsible for designing and implementing AHEEN's secondary school transition to Higher Education.

### Specific Responsibilities

- Work with existing AHEEN RLO members and partners to prioritize project components that enhance transition to higher education including but not limited to teacher professional development, physical emotional and academic well being and support to the learning hubs.

- Design and implement contextualized strategies (Mentorship & guidance and counseling) in liaison with RLO members and other AHEEN partners for transition particularly for young women.
- Work with the AHEEN team to identify barriers hindering transition to higher education and implement activities to address them.
- Work with Secondary School management (refugee and host schools) and Head teachers on student-centered and competency-based learning, positive pedagogy, data management through hybrid workshops and local learning circles
- Provide leadership and support to mentorship activities targeting secondary school students to transition to higher learning especially women and girls with disabilities, in line with INEE Minimum Standards for Education
- Promote role modeling through matching tertiary learners to secondary learners to provide role model exposure and support give-back by tertiary learners to their communities
- Organize additional tuition in specific subjects (science, math, writing) through local RLOs who work with refugee and government teachers to align tuition support to learners' needs. Additional tuition will be offered in small group cohorts and clubs and include introduction to digital learning and strengthening of IT skills. All 1050 learners under the AHEEN RDP Pathways grant will be tested into small group cohorts and clubs that meet their specific needs.
- Collaborate with the RLOs and coordinate secondary school support with those managing the AHEEN's Athletics+Education program and transition activities.
- Review the design of mentorship activities designed by RLOs through AHEEN's SEL programs (tertiary-2-secondary support)

### **Qualifications and competencies**

- A degree from a recognized Higher Education institution related to education, forced migration and fragile contexts, a degree related to Education in Emergencies and/or Higher Education in Emergencies is preferred
- Experience implementing programs in forced migration and fragile contexts promoting higher education aligned with INEE Minimum Standards for Education
- Knowledge of the stakeholders working to advance education in forced migration and fragile contexts
- Experience in qualitative and quantitative research methods required to analyze the contextual barriers for transition.
- Fluent written and oral communication in English and in at least one other African language, preferably Kiswahili

### **Professional skills and competencies required;**

- Excellent report writing skills.
- Excellent communication and interpersonal skills
- Excellent documentation skills.
- Excellent organizational and interpersonal skills is a must;
- Attention to detail and accuracy
- Highly organized in work

- Ability to act and operate independently with minimal supervision
- Excellent administrative and mobilization skills
- Ability to maintain confidentiality
- Problem solving skills

**Applications should include:**

- An application letter explaining why you are a good fit for this job, what makes you a strong candidate, and why you want to work for WERK.
- A resume summarizing qualifications and experience.
- Copies of academic certificates
- 3 work referees with contact information. One referee must be the current supervisor.
- Please indicate your expected remuneration/salary in your application.

**The above documents should be sent as one PDF document**

**How to apply**

Interested and qualified candidates should submit their applications by email to [jobs@werk.co.ke](mailto:jobs@werk.co.ke) or hand delivered to our office located on 1171 Argwings Kodhek Road, House no 4 by COB **9<sup>th</sup> October, 2024**. **Clearly indicate the position title in the subject line of your email message. Applications will be reviewed on a rolling basis.**

Only short-listed candidates will be contacted for interviews. No phone calls please. Late applications received after the deadline will not be considered.

*WERK is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization or other non-merit factors.*