



## EMPLOYMENT OPPORTUNITY

### BACKGROUND

Agile Plan to Integrated Resilience for Girls, Women, and Youth (APIR TURKANA) is a social impact community-focused charitable foundation that works with and for vulnerable, marginal, and minority communities in Turkana to bridge the gap of socioeconomic inequalities. We are founded on the principles of social resilience, community-led actions, and equity, equality, and inclusivity. APIR TURKANA is seeking to recruit a dynamic and suitable qualified person for the position listed below and he/she will be based in the duty station indicated.

<b>Job title</b>	<b>EDUCATION PROJECT ASSISTANTS</b>
<b>Deadline</b>	<b>Friday 29<sup>th</sup> December 2023</b>
<b>Reference</b>	007/008/KAK/2023
<b>Reports to</b>	PROJECT OFFICER
<b>Duty Station</b>	Kakuma
<b># of positions</b>	2
<b>Job Purpose</b>	Help the project officer and the organization in the delivery of the AEP project. The Education project assistants will be responsible for supporting the Project Officer- Education in the implementation of the Accelerated Learning program Targeting the Kakuma refugee camp and host community. S/he will support the Better Learning Program (BLP). The responsibility includes ensuring efficient and effective project delivery at the community level and at project levels by supporting in implementation of the program activities according to APIR principles of programs and donor requirements.
<b>Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Participate in the planning, implementation, expansion, coordination, and management of APIR TURKANA's AEP and BLP activities in Kakuma.</li><li>• Ensure proper and timely administrative, logistical, and financial arrangements and documentation needed for the implementation of the assigned program components are prepared by the assigned team, in line with APIR TURKANA procedures.</li><li>• Ensure monitoring of the BLP program components assigned, by contributing to data collection, spot visits, data analysis, and drafting of regular activity implementation/monitoring/evaluation reports, need-based.</li><li>• Capacity building of BoMs, teachers and other education personnel (Save the Children, Kituo Cha Sheria, LWF, HI, and MoE among others) as well as BLP Master trainers.</li><li>• Create and maintain strong working relationships with relevant UN bodies, INGOs, and all local organizations and authorities.</li><li>• Create Parental /Community awareness on the Better Learning Programme conducted in collaboration with Film Aid (FAI)</li><li>• Supervise the education technical assistants, teachers assigned, and BLP facilitators in terms of performance, allocation of tasks, work plan, day-to-day work, and leaves, and support them to further build their capacity and expertise.</li></ul>

	<ul style="list-style-type: none"> <li>• Ensure timely procurement, development and distribution of training modules, educational materials and equipment and preparation and filing of beneficiary lists and results outcome.</li> <li>• Ensure effective pre-positioning, timely, distribution and monitoring of school learning materials.</li> <li>• Promote, advocate and implement community mobilization on the Right to Education for All (EFA), the concept of AEP, INEE standards, girl’s education, protection of vulnerable children and the rights of refugees, IDPs and Children with Disability (CwDs).</li> <li>• Prepare timely periodic BLP progress reports as required by the line manager. (Weekly, Biweekly, Monthly or Quarterly and end of year project reports).</li> <li>• Involve and inform communities and community leaders about the activities of project and conduct monthly community coordination meetings per camp.</li> <li>• Any other task relevant to the position as requested by line manager.</li> </ul>
<p><b>Job Specification and Desirable Skills</b></p>	<p><b>Professional Competencies</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in education oriented towards Primary Education or a related field of study such as Psychology, an additional P1 certificate is an added advantage. A higher national Diploma with 2 years’ experience can be considered.</li> <li>• It is desired that you have undergone training on and demonstrate proper mastery of Better Learning Programme approaches.</li> <li>• At least 2 years of relevant work experience, at least 1 in Humanitarian, urban informal settlement, pastoralist, or other educationally challenged people’s contexts.</li> <li>• Proven practical experience in the planning and execution of education projects for at least 2 years mostly in humanitarian assistance.</li> <li>• Ability to initiate, develop, plan, and implement an integrated program.</li> <li>• Excellent communication (spoken and written) skills, including the ability to explain and present technical information.</li> <li>• Documented results related to the position’s responsibilities.</li> <li>• Be able to use a wide variety of computer software, including Word, Excel and PowerPoint</li> <li>• Experience in Education project management and with evidence of successfully implementation similar projects</li> <li>• Sound knowledge of Human Rights and Humanitarian Protection programming principles</li> <li>• Fluency in English, both written and verbal.</li> <li>• Good communication and interpersonal skills</li> </ul>

	<ul style="list-style-type: none"> <li>• Participate in appropriate professional development of project portfolio.</li> <li>• Willingness to adhere to APIR TURKANA code of conduct at all times in and outside work.</li> </ul>
<b>Desired personal Qualities</b>	<ol style="list-style-type: none"> <li>1. Ability to work independently in a result oriented multi-tasking and multi-cultural environment.</li> <li>2. Analyzing and critical thinking.</li> <li>3. Empowering and building trust.</li> <li>4. Ability to handle stress and insecure environments.</li> <li>5. Ability to resolve individual and group conflicts.</li> <li>6. Ability to cope and support the team to cope well with change.</li> <li>7. Good planning and organization skills.</li> <li>8. Project implementation supervisory skills.</li> <li>9. Good community mobilization skills</li> <li>10. Excellent communication (spoken and written) skills.</li> <li>11. People management skills</li> <li>12. Possess cultural awareness and sensitivity.</li> <li>13. Strong organizational and team working skills.</li> </ol>

**HOW TO APPLY**

All interested qualified candidates to submit an online application to APIR TURKANA through the program website: All the jobs have been posted here? [www.apirturkana.org/careers/](http://www.apirturkana.org/careers/)  
 Select your position and follow prompts, attach your Motivation/cover letter (Maximum 1 page) and Curriculum Vitae as separate documents on the provided online application form both in form of either PDF or Word ONLY.

Please don't attach your other documents such as certificates and testimonials.

Should you have trouble using this, please send your application to [hr@apirturkana.org](mailto:hr@apirturkana.org) and subject being "APPLICATION FOR 'POSITION NAME'"

All applications MUST be received on or before: 29<sup>th</sup> December 2023. APIR TURKANA is an equal opportunity employer, as detailed in our "Equal Employment Opportunity Policy."

**DISCLAIMER:** We do not charge any money all through recruitment processes. Should anyone including staff, donors and partners request for this, please do not hesitate to contacting the organization Executive Director through [info@apirturkana.org](mailto:info@apirturkana.org) copying [complaints@apirturkana.org](mailto:complaints@apirturkana.org).

**Any form of canvassing or bribery WILL ATTRACT TOTAL DISQUALIFICATION.**