

Job Re-Advertisement



Job Title:	Education Project Officer
Reporting to:	Programme Innovation & Management Executive
Term:	One year (renewable based on performance)
Head office location	Nairobi, Kenya.
Applicants:	The position is open to Kenyan and Non-Kenyan nationals. The officer will work remotely/hybrid.

Role Summary:

The Education Project officer is responsible for the implementation of the Scholarship Project. The project will provide 36 scholarships in 5 countries in Africa for vulnerable youth and young people with financial needs for education. With this scholarship, young people of the targeted categories will gain specialized skills and education that will build their competencies for innovation, empowering them to act as community solutions providers, empowered with the right education to contribute to the Renaissance of Africa. Additionally, the project will also engage participants into different extra curriculum activities aimed at ensuring that they become more dynamic and interactive so that they have extra practical skills, education and knowledge and are ready to enter the workforce upon graduation and assist with movement strengthening in African YMCAs.

Job Purpose:

The Education Project Officer will support the implementation of Undergraduate and Master's Degree Programme activities of the Scholarship Programme funded by the Bread for the World (BftW) implemented in Zimbabwe, Niger, Togo, Kenya and South Africa campuses.

He/She will:

- Be responsible for strategizing, implementing and overall management of Education activities in schools or community.
- provide technical leadership for all the education activities, including leading and coordinating the non-formal education program and systems support activities in each Programme sites.
- Work closely with the Project Assistant to ensure that planned education activities are implemented timely and in line with BftW best practices to ensure the attainment of set outcomes and objectives.

Job Responsibilities

1. Program Implementation

- Ensure effective coordination, planning and implementation of education

- activities according to Concept note, budgets, and work plans
- To facilitate the selection process of recipients of the AAYMCA administered scholarships
- To manage the relationship between scholarship recipients, AAYMCA and the 5 National Movements participating in the project
- To manage the micro projects of the scholarship recipients
- To assist the Programmes team in fundraising to ensure broader reach of other African youth
- To design and conduct trainings and workshops on Youth Empowerment as well as Conduct Project Monitoring and support
- Provide orientation/training to students on the expectations of the project
- Other duties as may be assigned from time to time

2. Monitoring and Reporting

- Participate in monitoring and evaluation of learning outcomes of students via regular online meeting, conversations with the Universities and visits to the universities
- Support local Programme supervision visits from AAYMCA and or Bread for the World
- To liaise with the Senior Accountant and ensure the timely submission of payments to the respective Universities hosting the scholarship recipients
- To ensure timely reporting and issue of funds requests
- To adequately track the scope of impact of the YMCA on the scholarship recipients

3. Collaboration and Representation

- Ensure provision of top quality technical and advisory services, and facilitation of knowledge management and knowledge dissemination
- Assisting consortium partners in the development of best practice of the project and its sustainability
- Fostering collaborative, transparent and accountable relationships with the implementing partner countries, scholars and partners... ?
- To represent the AAYMCA in meetings related to the scholarship project, with a focus on adding value to the broader continental scholarship project
- To act as a liaison with continental education partners with the intent of adding value to the delivery of the project
- Providing students with support and guidance

4. General:

- Comply with all AAYMCA policies and procedures

Qualifications and Experience

- A Bachelor's Degree in any one of the following: Sociology, Anthropology, Education, Social Work, International Relations or related
- At least three (3) years' experience in the fields of either education or Social Work in a medium to large Non-Governmental Organization in Africa

- Proficient in both English and French
- Experience in report writing and preparation of budgets for Donors
- Demonstrable understanding of the African context of education
- Familiarity with Human Centered approaches to programming is an advantage.
- Good IT skills using different office software's and online communication tools and platforms
- Ability to work with minimal supervision and in a multi-cultural environment
- Strong communication skills.
- Ability to work effectively with other people both as an individual and as a member of a team.
- Good leadership skills.
- Organizational Skills, Decision-making Skills and Technical Skills.
- Willingness to travel

Application procedure

Cover letter quoting expected salary and Curriculum Vitae listing 3 referees to be sent to aaymcas@africaymca.org by **16th October 2023**.

Only short-listed candidates will be contacted.
