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| **Project assistant (REAP)** |
| **TEAM/PROGRAMME:** Programmes | **LOCATION: Dadaab**  |
| **GRADE**: TBD | **POST TYPE:** National  |
| **Child Safeguarding:** The responsibilities of the post will require the post holder to have regular contact with or access to children or young people. |
| **ROLE PURPOSE:** To effectively implement the REAP project activities in Dadaab camps. He/she will ensure quality delivery of programmes and maintenance of high professional standards of all project implementation. The role holder is charged with maintaining accurate files for project records, beneficiary lists and ensuring timely submission of all project reports and transaction documents to relevant internal departments for processing. |
| **SCOPE OF ROLE:** **Reports to: Project coordinator****Dimensions:** Save the Children has been operational in Kenya since the 1950s, providing support to children through developmental and humanitarian relief programmes delivered both directly and through local partners. Current programming focuses on child protection, child rights governance, education, health, HIV/AIDS, livelihoods, nutrition and WASH. In 2012, as part of a global reorganization process, Save the Children combined the programmes of SC UK, SC Canada and SC Finland to create a single operation in Kenya. In Feb 2014, we completed a second transition, which saw us join forces with the British INGO, Merlin, and merge their health and nutrition programmes with our own. Save the Children now has an operational presence in Bungoma, Dadaab Refugee Camp, Garissa, Mandera, Turkana and Wajir and we work through partners in many other parts of the country. We employ nearly 300 staff and will have an operating annual budget in 2016 of approximately US$20 million.**Staff directly reporting to this post: Refugee incentive teachers and head teachers** |
| **KEY AREAS OF ACCOUNTABILITY:**  **Program Implementation:*** Planning and implementation of project activities- Planning for purchase requisition, beneficiary selection and record keeping.
* Support in the monitoring and identification of beneficiaries in the project implementation sites.
* Ensure that project activities are implemented in accordance with the approved work plans and with the involvement of partners and concerned stakeholders at all levels.
* Ensure project activities are implemented in the most efficient, effective and sustainable manner
* Ensure that the school-based teacher training program is implemented effectively.
* Assist the Project coordinator in the development and implementation of a modality of strengthening and improving management of schools committees and pupils through community mobilization and improvement of training materials and programs
* Ensure effective and efficient distribution of textbooks and other instructional materials to target schools
* Conduct regular data collection using existing tools to track project performance on indicators and measure overall impact and for donor reporting purposes and make recommendations on the improvement of these tools.
* Ensure that good practices and lessons are documented and shared with the MEAL team and the education team for replication and wider dissemination.
* Travel to all project sites to conduct regular monitoring of projects quality together with other project team members

**Reporting, Monitoring & Evaluation:*** Ensure that field-based monitoring data and information is collated regularly and made available to Education Coordinator and the MEAL Team for reporting and monitoring purposes.
* In collaboration with the MEAL Team, focus on project data collection to generate practical information that can be used for ongoing program decision-making while also capturing results at the impact level.
* Assist the Education Coordinator in preparation of periodic progress reports in a timely manner for both internal and external use.

**Program Support Operations:** * Coordinate with other departments to ensure operational systems are in place to support field activities including logistics (transport, warehousing, and asset management), procurement, security, and administration.
* Coordinate with other SCI programs/sectors to ensure integration and that the project runs smoothly and efficiently and draws from best experiences and lessons for improved programming
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| **SKILLS AND BEHAVIOURS (our Values in Practice)****Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

**Ambition:*** Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically

**Collaboration and Collaboration:*** Represent SCI inter-agency coordination meetings when the Education Coordinator is not available
* Establish good working relationship with respective local authorities, implementing partners, school managements and target communities.
* Work with the ministry of education officials.
* Teachers Training institutions on the school-based teacher training for future engagement to train teachers in a more efficient and effective way
* Build and maintain effective relationships with the education team, other colleagues, members and external partners and supporters

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks

**Integrity:*** Honest, encourages openness and transparency

**Safety and Security:*** In close collaboration with the Safety and Security Manager and the Dadaab focal point, proactively monitor the political, military and security situation at local level and regularly report on its potential impact on SC’s activities.
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| **QUALIFICATIONS AND EXPERIENCE*** Minimum of Bachelor’s degree in education, Education in Emergencies, experience in either CP or Education.
* Minimum of three (3) years’ work experience in education sector especially in refugee setting
* Knowledge of education in emergencies, education sector policy, child rights and protection issues
* Experiences of facilitating community-based training, capacity building school managements, and awareness campaigns.
* Understanding of refugee work, non-formal education and context experience including local language.
* Strong self-starter, able to take initiative and adapt to changing circumstances and priorities
* Positive attitude towards community work with emphasis on the ability to learn from communities and support participatory, innovative approaches to problem solving
* Excellent communication skills and a willingness to be respectful, kind, sensitive and empathise with all children and their carers
* Fluent in written and spoken English, Kiswahili; knowledge of the local language in the camps and host community will be an added advantage.
* Good report writing skills
* Willingness and capacity to be flexible and accommodating when faced with difficult working conditions
* Commitment to Save the Children’s Child Protection Policy.

**DESIRABLE QUALIFICATIONS*** Previous experience in working in a consortium with INGOs delivering education and girl child education services
* Demonstrated teamwork skills
* High level of motivation and enthusiasm for education
* Strong interpersonal and problem-solving skills
* Understanding of the dynamics of the refugees is essential
* Experience of working with communities and other agencies that support education
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| Working Contacts:External: The job holder is required to have regular contact with other similar organizations, education institutions, children, community, and government departments.Internal: The job requires the job holder to have direct relationship with all staff and management at all levels in ensuring the organizational policies and procedures are adhered to and complied with.  |
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