



## **JOB VACANCY**

### **INCLUSIVE EDUCATION (IE) FIELD COORDINATOR –TANARIVER**

International Aid Services Kenya (IAS K) is a Non - Governmental Organization registered as an NGO under the NGO Coordination Board in Kenya with a local Governing Board. IAS K pursues the vision of “a World where Communities are empowered to Live Dignified Lives”, and a mission “seeking to empower communities through the promotion of access to education, sustainable livelihood, environmental stewardship and human rights.

IAS K is recruiting **Inclusive Education(IE) Field Coordinator** who will be based in **Tanariver - Hola**

#### **Job Summary**

The main role of the Field Coordinator is the overall coordination of the implementation of Inclusive Education (IE) Project activities in Tana River County. He/she will provide effective support and assistance to the team to ensure smooth project implementation in line with IAS K rules and regulations.

Reporting to the Programmes Manager, the Field Coordinator will provide programmatic, operational, and administrative assistance and support in the implementation of the IE Project.

#### **Duties and Responsibilities**

- Coordinating the implementation of the Inclusive Education Activities and IASK project in the region.
- Support the local partners in the implementation of project activities as per the approved work plan and budget.
- Work in collaboration with the Programme Manager and Finance Manager to ensure that project funds are requested, well managed and reported as per the reporting guidelines.
- Initiate and maintain partnerships and networks with relevant national and county stakeholders for coordination and implementation of project activities.
- Coordinate Functional and Educational Assessment outreach services and sensitization activities at the community through awareness and meeting community leaders in planned forums to support children’s rights, disability mainstreaming and inclusion.
- Build and strength strategic partnerships with key decision makers, policy makers, civil society organizations and the relevant government ministries and departments at the county and national levels.
- Participate in networking and coordination of activities (i.e., thematic clusters,) involving different relevant stakeholders such as county and national government authorities

(Ministry of Education, Community representatives,) school leadership, and teachers and civil society representatives.

- Review project progress reports, work plans and budget spending and provide recommendations and updates to the Programme Manager
- In collaboration with the local partners, conduct advocacy and awareness creation activities at the community in the project target areas.
- Work in collaboration with the Programme Manager and MEAL Officer to ensure quality, timely documentation and reporting of project activities.
- Overall supervision of all project Staff in Tana River County.
- Document and disseminate best practices, lessons learnt and success stories to the relevant stakeholders.
- Prepare timely and accurate monthly, quarterly, bi-annual, and annual reports.
- Represent IAS K during meetings with relevant stakeholders such as MOE, NGOs, CSOs and other relevant cluster meetings.

### **Qualifications and Experience**

- A Bachelor's degree in Education, Special Needs Education/Inclusive Education, Social Sciences, Development Studies or other relevant fields.
- Minimum 5 years' relevant experience in designing and implementing education and or Special Needs Education/Inclusive Education programs, preferably in the NGO sector.
- Demonstrated knowledge on the themes of inclusion, disability mainstreaming, involvement of Organizations of Persons with Disabilities.
- Solid understanding of, and dedication to promoting Equality, Diversity and Inclusion and incorporating these principles into practice while being mindful of diverse backgrounds and experiences.
- Effective verbal and written communication, negotiation skills, multi-tasking, and organizational skills.
- High proficiency with Microsoft Office applications (e.g. Ms Word, Ms Windows, Excel, PowerPoint, e-mail, internet) and other online communication tools.
- Fluency in oral and written English & Kiswahili languages.
- A sound level of understanding of systems and procedures and cost-effective ways to enhance delivery of goods and services.
- Ability to work with under pressure with minimum supervision.
- Ability to collaborate and build partnerships with various partners including relevant county and national government institutions, civil society organizations, local leadership, and other public authorities.
- Ability to work autonomously, in organized manner, to keep records up to date and to follow-up on any pending issues.

- Ability to work in a multi-cultural environment, good problem solving, planning, organizing, and customer care skills.
- Understanding of key dynamics of inclusion, with reference to children with special educational needs (including those with disabilities) and other vulnerable groups facing barriers to learning.
- Self-disciplined, team player, high level of integrity, honest, respect for diversity, enthusiastic and ability to operate independently with minimal or no supervision.

### **Method of Application**

Interested applicants should submit a Cover Letter and CV before **23<sup>rd</sup> of February 2024** to:

**info@ias-kenya.org** Quoting “**Inclusive Education(IE) Field Coordinator** ” on the email subject line.

International Aid Services(IAS) Kenya is an equal opportunity employer and tolerate discrimination against protected characteristics (Gender, age, sexual orientation, race, ethnicity, religion disability, pregnancy, mental or HIV status, nationality, political or any other opinion.

Only shortlisted candidates will be contacted