

Africa Network Campaign on Education For All

Regional Coordination Secretariat

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Job opportunity in ANCEFA: Call for Applications

Position: Programme Officer

Opportunities: 2

Applications received by: 30 June 2016

Introduction

Africa Network Campaign on Education For All (ANCEFA) is a voluntary, non-partisan and not-for-profit Network of national civil society organizations in Africa championing the cause for quality Education. The network has the Legal Status of a Non-Governmental Organisation registered in accordance with Decree No. 96 103 modifying Decree 89 775 of June 30, 1989 (Laws of Senegal) thereby being bound by the terms of operations as spelt in the referenced laws, and it exists for an unlimited term

ANCEFA is looking out to recruit **ONE** Anglophone Programme Officer (based in its Regional Office in Dakar Senegal and working with Anglophone member national Education coalitions in ECOWAS region including those in Ghana, Sierra Leone, The Gambia and Nigeria) and **ONE** Bilingual **French and English** speaking Programme Officer (to be based in either its regional office in Dakar, Senegal, or Programme Office in Lome, Togo, and working with Francophone member national Education coalitions in the Francophone countries of Africa).

Key Responsibilities for the position

- i. Plan, coordinate and implement technical capacity support programmes including research, advocacy and campaign work aimed at strengthening institutional and programmatic delivery capacity of national Education coalitions to undertake their respective mandates
- ii. Assist in selecting countries to be included in the program based on agreed criteria
- iii. Manage and review grant proposals submitted by the national coalitions
- iv. Develop a database of resource persons, learning materials and training programs that can be harnessed and mobilized by the national coalitions, both for this process, and for future training needs

- v. Maintain accurate and up to date records and documents in respect of project activities and report to the Programme Manager
- vi. Develop, establish and oversee implementation of systems to support national Education coalitions in resource mobilization
- vii. Develop, establish and oversee implementation of systems for identification of training needs on EFA related areas and across the sub-regional membership countries
- viii. Support the effective monitoring, evaluation and impact assessment of CSEF project nationally and regionally.
- ix. Assist coalitions assigned to him/her in delivering quality reports and responding to other surveys and research work as may be required by the diverse programme components that coalitions are involved in a timely manner
- x. Monitor trends, developments and thinking on EFA, maintaining links with academics in the education sector, activists, non-governmental organizations, and other civil society experts particularly in the Francophone constituency of ANCEFA
- xi. Guide and support the National EFA Coalition capacity building activities
- xii. Represent ANCEFA to diverse audiences including public fora and media as appropriate
- xiii. Assist the ANCEFA Programme Manager in the preparation of organizational development plans and implementation plans
- xiv. Any other duties assigned by the ANCEFA Program Manager and immediate supervisor

Qualifications and Experience Requirements

- i. A postgraduate degree in Education, social sciences or in any other relevant field
- ii. A minimum of three years relevant experience
- iii. Outstanding written and oral communication skills, including strong public presentation skills and listening skills.
- iv. A reputation for being results-oriented, energetic, hard-working, and enthusiastic.
- v. A professional demeanor, political savvy, and sensitivity to the social practices of other cultures.
- vi. Ability to work in a multicultural environment and adapt to various audiences.
- vii. Availability to travel extensively in Africa.
- viii. Bilingual French/English
- ix. For the Anglophone Programme Officer, the knowledge of French as a second language is an asset.

Mode of application and deadlines

Applicants can send their CV and cover letter in English to the attention of The Regional Coordinator, jobs@ancefa.org with copy to ancefa@orange.sn and rc@ancefa.org by 30 June 2016

ANCEFA is an equal opportunity employer. Women candidates are encouraged to apply