

JOB DESCRIPTION



A IDENTIFICATION INFORMATION

A1	Job title:	Officer Education
A2	Department/Programme:	Administration
A3	Section/Project:	Education
A4	Reports to (position):	Chief Education Administrator
A5	Supervises (Name of Positions):	none

B JOB DESCRIPTION

B1 Overall purpose of the job.

To provide effective and efficient operational and administrative support to the Nursery, Primary and Secondary and the Education management team. This is a Senior Administrative position that will hold responsibility for operational planning in academics and administration areas.

Roles & Responsibilities:

- Ensuring that there is enough staff in the Section [both teaching and non-teaching Staff].
- Advising the Chief Education Administrator on changes in staff deployment to maintain coverage of academic and other work.
- Taking responsibility of staff welfare e.g meals, parties health of learners and workers and ensuring their safety and sanitation.
- Keeping the good name of the Section and maintaining quality education at all times
- Keeping the Chief Education Administrator informed about the challenges that arise and suggest ways of solving them.
- Give support to the Headteachers in the implementation of the Company & MoE&S policies and guidelines.
- Assisting the Inspector to organise any Workshop for staff development.
- Supervising all staff in schools and Education Office with particular reference to time management, attendance and performance of duties.
- Keeping proper records of learners' enrolment for all the schools in both hard and soft copies.
- Ensuring that staff documentation is up-to-date and all files are kept properly and documents are authentic.
- Ensuring that all teachers are properly registered with Ministry of Education and Sports and meet the required standards.
- Supporting in the fees collection from schools and deductions from salaries are implemented.
- Checking on all Company equipment in schools and arrange for repairs [if any].
- Acting as a Minute Secretary for the Education Management Committee Meetings among others.
- Visit schools on regular basis to ascertain, conditions of buildings and any special need.
- Approving with caution requisitions from Headteachers and Teachers Resource Centre for stationary and other materials.
- Adhering to and enforcing Safety Health and Environment Policy and regulations of the Company.
- Performing any other duties as may be assigned /delegated by the Chief Education Administrator /Management from time to time.

Qualifications & Competences.

- A Bachelor's Degree in Education, Social Sciences or related field is preferred.
- Strong interpersonal and customer service skills with the ability to work as a team.
- Proficient basic Computer skills with experience in using Word, Excel and other online applications.
- High level of oral and written communication skills in English.
- Good organizational and time management skills with the ability to meet deadlines.
- Reliability, innovative with problem solving skills.