



AMEF

Job title	Education officer
Department /Field of experience	Department of Education
Role type	National
Travel involved	In-country
Duty post	Kumba
Length of Contract	12 months
Salary	Competitive

Job Description/Scope of work

The education officer is responsible for identifying educational needs in the areas where AMEF projects are being carried out and develop appropriate recreational, educational, and training programs to respond to it.

Responsibilities

- Planning educational programs and integrating community's initiatives.
- Develop work plans, reports and maintaining records.
- Maintain and secure educational equipment and materials.
- Develop plans for education services through talks, seminars, courses, meetings, and demonstration that meets up with the educational objectives.
- Ensure that educational programs meet with standard and quality of performance.
- Facilitating self-help community groups and help individual to control their own learning.
- Manage e- learning sites to ensure the lessons are up to date in collaboration with IT specialist.

Qualifications/Competence

- a.) 2 to 3 years of classroom experience
- b.) Should be able to take initiatives, think creatively and work collaboratively.
- c.) Should have administrative, written, and oral communication skills.
- d.) Good use of the computer.
- e.) Good interpersonal, team working and problem-solving skills.

All positions are fully open for one year with possibility of renewal based on available funds Send your CV and cover letter to human_r@ameffoundation.org. The subject should be the **position you are applying for. Deadline for application 20th January 2021.**

Thank you in advanced for your interest in this position. Please note that only candidates under serious consideration will be contacted for follow up. If you have not been contacted **two (2) days** after the deadline, consider your application unsuccessful.