

## VACANCY ANNOUNCEMENT

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Position: **Programme Officer - Education**

Location: Bafoussam West Region.

Contract Duration: **6 Months Service Contract with possibility of renewal.**

Grade: G L 5

Reports to: Programme Manager

Indirect Reports: Regional Coordinator

Supervises: Programme Assistant

Domain: Education.

**While this vacancy is open to both Internal and External Candidates, priority shall be given to the most qualified applicants. Please NOTE that only shortlisted candidates shall be contacted for Interviews.**

**Only applications with completed and signed [PSEA self-declaration form](#) will be evaluated.**

### About Rhema Care.

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Established in 2005 in Nigeria and after 15 years of successful operations and impacting lives, Rhema Care was also established in Cameroon in 2020. Rhema Care Integrated Development Centre is a faith-based, not-for-profit, non-governmental humanitarian and development agency established as a direct social response to the colossal challenges, critical needs, and gross inequalities created by abject poverty, illiteracy, injustices, diseases, disasters, conflicts, and lack of opportunities plaguing the developing world in general and the African continent in particular.

### Our Drive

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Rhema Care is motivated by the love of God to serve humanity in great commitment to the great commission through a holistic mission that combines social action with integral ministry and empowerment for the development of the total person. Over the past ten years, Rhema Care has worked in Nigeria to provide community-based interventions in Health, Education, Livelihoods, and Protection amongst highly vulnerable populations and deprived communities.

### Our Vision and Mission

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We envision an equitable and inclusive society with sustainably empowered and transformed communities where everyone has dignity and enjoys a good quality of life.

Rhema Care pursues a **Mission** "to work with very vulnerable and excluded populations including women, children, and deprived communities to eliminate risks and vulnerabilities that threaten their rights to dignity, wellbeing, and livelihoods". We progressively achieve this through our community-centered, rights-based approach by **empowering** the most vulnerable to exercise their basic rights and maximize their potential for sustainable livelihoods; creating the necessary **enabling** environment for minimizing the vulnerability of the poor and improving on their quality of life; and building partnerships through strategic **engagement** with other individuals and pro-poor partner institutions that share in our vision.

**We are seeking talented young people to join our team of engaged and passionate members to continue in the vocation of impacting lives. If you share in our values of Commitment and Care; Accountability and Action; Responsibility and Respect; Excellence and Equity; and are ready to imbibe our humanitarian mission in Cameroon, then we would like to have you.**

**Overview of Role/Position.**

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**The Programme Officer - Education** supports the Programme Manager with the implementation of Education program activities in the set-up of Education interventions in the designated locations. S/he will work closely with Programme assistant and Community-Based Volunteers in leading education and community mobilization activities.

### **Core Functions / Responsibilities**

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1. *Support the Programme Manager in the coordination and implementation of all education project activities as outlined in the detailed implementation plan and aligned with Rhema Care's program quality principles and standards, donor requirements, and best practices.*
2. *Monitor and report any challenges and/or gaps, to inform adjustments to activity plans and implementation schedules.*
3. *Lead project teams, partners, other stakeholders, and donors in efforts to improve processes.*
4. *Support accountability by coordinating project evaluation activities with project team members, partners, and other stakeholders.*
5. *Collect and analyze project data based on specified mechanisms and tools.*
6. *Collaborate with the project team and local partners to prepare reports as per the reporting schedule.*
7. *Collect information on education assistance needs of beneficiaries and monitor capacity building and technical support activities to ensure effective impact.*
8. *Complete project documentation for assigned activities.*
9. *Assist with identifying information for case studies and reports on best practices.*
10. *Effectively manage talent and supervise the team including managing team dynamics and staff well-being.*
11. *Provide coaching, strategically tailored individual development plans, contribute to the recruitment process of programme assistants and volunteers, and complete performance management for direct reports.*
12. *Support compliance with Rhema Care and donor monitoring, evaluation and learning (MEAL) requirements and provide input to MEAL system design and review discussions.*
13. *Represent Rhema Care and participate in the Education Working Group of Partners to ensure coordination among education stakeholders active in education sector and to explore potential areas of collaboration;*
14. *Organize and coordinate events such as consultation meetings, training workshops and focus group discussions, and other education activities for diverse target groups according to the approved project document and work plan.*
15. *Prepare and document minutes of key internal and external meetings;*
16. *Contribute to simple analyses and reflective discussions on ongoing monitoring data.*
17. *Contribute initial findings and implementation-based insights to project discussions.*
18. *Other related duties, as assigned*

### **Qualifications & Skills**

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#### **Education:**

- University degree or Higher Diploma/Bac+2 in a relevant field including law, Education, social work, Development studies, or social sciences from an accredited academic university or institute.

## **Experience and Skills:**

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- Minimum 2 year of relevant professional experience, preferably within the humanitarian or development sector, or in the education sub-sector.
- Experience in providing direct assistance to beneficiaries.
- Experience working within challenging environments.
- Experience in organizing events, workshops, and meetings.
- Experience with raising awareness in the public domain.
- Experience working with governmental, non-governmental institutions, and UN agencies is an added advantage.
- Good understanding of data management and monitoring mostly in conflict-affected settings.
- Excellent understanding of partners' expectations and trends in the education sector.
- Excellent project management skills, including results-based management, financial management, monitoring, evaluation and reporting.
- Strong sensitivity and adaptability in conflict affected, post-conflict countries and diversity (culture, gender, religion, race and nationality).
- Integrity, reliability and sense of commitment in the execution of duties.
- Excellent coordination and organizational skills with ability to build and maintain partnerships;
- Good written and oral communication skills in English language,
- Good analytical, interpersonal and problem-solving skills.
- Ability to work under pressure, to manage heavy workloads and to meet tight deadlines, paying close attention to detail and quality of work.
- Strong IT skills including good knowledge of standard office software and online collaboration tools.

## **Behavioural Competencies**

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- Ability to internalize and abide by Rhema Care's values of Commitment and Care; Accountability and Action; Responsibility and Respect; Excellence and Equity;
- Work prioritization and ability to multitask.
- Team Spirited with a positive and constructive attitude.
- Ability to work and act under pressure with discretion in politically sensitive environment with a minimum of comfort.
- Responds positively to critical feedback and differing points of view.
- Ready to work independently, under tight deadlines.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Ability to work in a multi-cultural team environment with a positive attitude.
- Highest standards of integrity, discretion, and loyalty.
- Strives for a supportive working environment and positive working relationships.
- Creates a respectful office environment free of harassment, and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA).
- Ready to undertake all online relevant trainings on Protection and obtain the certificate

## **How to Apply**

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Applicants should send a letter of application addressed to the HR Manager, Rhema Care Integrated Development Centre and their Updated CVs to [hrm.cmr@rhemacare.org](mailto:hrm.cmr@rhemacare.org) with the **Job Title and Location** as the subject line.

Deadline for submission of applications – **15<sup>th</sup> of March 2024.**

**Female Candidates and Persons with Disability are strongly encouraged to apply.**