

Vacant Position

Title: Programme Officer (Higher Education)

Location: Nairobi, Kenya

Type of contract: Fixed Term (3 years)

Application deadline: March 29, 2016 (1700hrs Kenyan Time)

OVERVIEW OF THE FUNCTIONS OF THE POST

The Programme Officer will report to the Director, Higher Education Programme of the Partnership for African Social and Governance Research (PASGR) for delivery of all outputs. The incumbent shall provide programmatic and technical support to the Higher Education Programme (HEP) which includes support for the collaborative master's programme and doctoral programme design, development and delivery. S/He shall support outreach and consultation activities linked to higher education nationally, regionally and globally, and represent PASGR in forums of interest.

The Programme Officer shall fulfil four core functions:

- 1. Support programme development and implementation:** This will involve working closely with partner universities and an array of experts to design and roll out relevant programmes. The Programme Officer will be expected to undertake background work/research, review curricula, write strategy papers and presentation materials, and review programme budgets. S/He will also guide the process of acquisition/development of teaching and learning materials such as textbooks, readers, case studies, curriculum as well as online teaching and learning activities. S/He will ensure that teaching and learning materials are shared across the community of teaching staff and students, and usage monitored and reported. S/He will be expected to prepare sound work plans, monitoring and evaluating tools and progress reports.
- 2. Promote partnerships:** The Programme Officer will work with partners to create and implement project initiatives and also undertake outreach to specific regional and international organizations. S/He will be the primary contact between stakeholders and the partners and will assist the HEP Director to sustain partnerships using innovation and incentives.
- 3. Organize consultation activities:** In collaboration with the HEP Director, the Programme Officer will be responsible for identifying issues, information needs and consultation activities associated with the development of programme options and recommendations. S/He will initiate and supervise consultative activities by

commissioning consultants, planning meetings, and monitoring and evaluating inputs into key outputs.

4. **Support Higher Education communications activities:** The Programme Officer will be expected to provide technical support that enhances publicity of Higher Education Programme activities and outputs through various aspects of print and electronic media.

REQUIRED QUALIFICATIONS

Education:

A Masters in Education or a Social Sciences related field as a minimum. However, candidates who are either completing their PhD or those who have obtained a PhD within the past two years would be preferred. Working knowledge of French will be an added advantage.

Work Experience:

Experience in developing, implementing and evaluating programs/projects in higher education, of which at least two must be at a national or regional level

Skills/Competencies:

- Sound knowledge of issues in African Higher Education gained from working experience in the African region;
- Aptitude for establishing plans and priorities as well as implementing them effectively;
- Proven research skills;
- Demonstrated ability to ensure high-level coordination and cooperation with internal and external stakeholders;
- Excellent communication and report writing skills; including the ability to draft clearly and concisely;
- Hands on experience in the different forms of Information Communication Technology.

SALARY

This position attracts a competitive package that includes: basic salary, dependant education, pension plan and medical insurance

APPLICATION PROCESS

Applications must be submitted electronically via email to **PASGR** (recruitment@pasgr.org) by **Tuesday, March 29, 2016** at 1700hrs. All applications must contain Curriculum Vitae and 3 references. Providing any one of the reports cited in the CV will be beneficial.