



ANCEFA, a pan African NGO working in the Education field, is looking for a Bilingual English and Portuguese speaking Program Officer to be based in its regional office in Dakar, Senegal:

Key Responsibilities for the positions

1. Assist in selecting countries to be included in the program based on agreed criteria's
2. Manage and review grant proposals submitted by the national coalitions
3. 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
4. Maintain accurate and up to date records and documents in respect of project activities and report to the head of the program office
5. Develop, establish and oversee implementation of systems of for the national Civil Society Education Fund
6. Develop, establish and oversee implementation of systems for identification of training needs on EFA related areas and across the sub-regional membership countries
7. Support the effective monitoring, evaluation and impact assessment of CSEF project regionally
8. Monitor trends, developments and thinking on EFA, maintaining links with relevant scholars, activists, non-governmental organizations, and other civil society experts in the sub-region
9. Guide and support the National EFA Coalition capacity building activities
10. Represent ANCEFA to diverse audiences including public fora and media as appropriate
11. Assist the ANCEFA Programs Manager in the preparation of organizational Operational Plans
12. Any other duties assigned by the ANCEFA Programs Manager

Qualifications and Experience Requirements

- A minimum of a bachelor's degree in a relevant field. A postgraduate degree in Education, social sciences will be an added advantage.
- Outstanding written and oral communication skills, including strong public presentation skills and listening skills
- A reputation for being results-oriented, energetic, hard-working, and enthusiastic
- A professional demeanor, political savvy, and sensitivity to the social practices of other cultures
- Ability to work in a multicultural environment and adapt to various audiences
- Availability to travel extensively in the sub region
- Bilingual English / Portuguese

Applicants can send their **CV and cover letter in English** to csefporecruitment@gmail.com before **June 28th 2013**.