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| **Digital Literacy officer**  |
| **TEAM/PROGRAMME:** Programmes | **LOCATION: Dadaab**  |
| **GRADE**: TBD | **POST TYPE:** National  |
| **Child Safeguarding:** The responsibilities of the post will require the post holder to have regular contact with or access to children or young people. |
| **ROLE PURPOSE:** The digital literacy officer will be overseeing the digital learning component of the education program in Dadaab refugee camps. The role holder will oversee and support implementation in all digital education pilot project areas and the ECHO project. The role will also ensure quality digital learning, support teachers and learners and provide technical support to address technological challenges faced with the tablets. |
| **SCOPE OF ROLE:** **Reports to: Education coordinator.****Dimensions:** Save the Children has been operational in Kenya since the 1950s, providing support to children through developmental and humanitarian relief programmes delivered both directly and through local partners. Current programming focuses on child protection, child rights governance, education, health, HIV/AIDS, livelihoods, nutrition and WASH. In 2012, as part of a global reorganization process, Save the Children combined the programmes of SC UK, SC Canada and SC Finland to create a single operation in Kenya. In Feb 2014, we completed a second transition, which saw us join forces with the British INGO, Merlin, and merge their health and nutrition programmes with our own. Save the Children now has an operational presence in Bungoma, Dadaab Refugee Camp, Garissa, Mandera, Turkana and Wajir and we work through partners in many other parts of the country. We employ nearly 300 staff and will have an operating annual budget in 2016 of approximately US$20 million.**Staff directly reporting to this post: Digital learning assistant.**  |
| **KEY AREAS OF ACCOUNTABILITY:**  **Program Planning:*** Under the direction and guidance of the Education Coordinator, develop a capacity building plans for the incentive teachers implementing digital literacy.
* Leading digital literacy learning outcomes across curricular programmes and initiatives as deemed necessary, to enhance students’ digital competences in NFE centres.
* Ensure safety of learners while using the tablets and ensure access for all learners.
* Ensure relevance of the digital content to the learning needs of learners and teachers.
* Repair and maintain tablets for digital literacy lessons.
* Map and synchronize weekly videos for the lessons.
* Supporting educators and teachers, in collaboration with the subject Education Officers, to achieve the curricular aims of the teaching and learning programmes in the different subjects/areas with the aid of digital technologies.
* To work collaboratively with teaching and support staff, design and develop online learning resources such as video material, screencasts and interactive web-based resources.
* Conduct teaching and learning observation during lessons.
* Researching and writing digitally-led learning resources in response to pilot projects aimed at our

diverse set of learner’s pre arrival.* Providing advice, input, and support, monitoring and mentoring in connection with digital literacy, curriculum development, quality assurance, management and implementation in the schools.

**Program Implementation:*** Ensure that the learning activities are implemented in accordance with the curriculum.
* Ensure project activities are implemented in the most efficient, effective and sustainable manner
* Ensure effective and efficient use of WPL videos/materials
* Support to conduct regular data collection using existing tools I.e. IDELA CE, lesson plans and others to measure overall impact of the project.
* Ensure that good practices and lessons are documented and shared with the MEAL team and the education team for replication and wider dissemination

**Reporting, Monitoring & Evaluation:*** Ensure that monitoring data and information is collated regularly and made available to Education Coordinator and the MEAL Team for reporting and monitoring purposes
* In collaboration with the MEAL Team, focus on project data collection to generate practical information for reporting and capturing results at the impact level
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| **SKILLS AND BEHAVIOURS (our Values in Practice)****Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

**Ambition:*** Sets ambitious and challenging goals for self and education team
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically

**Collaboration and Collaboration:*** Establish good working relationship with BOMs, teachers and target communities members
* Build and maintain effective relationships with the education team, other colleagues, members and external partners and supporters

**Creativity:*** Develops and encourages new and innovative solutions as per the country strategy
* Willing to take disciplined risks

**Integrity:*** Honest, encourages openness and transparency

**Safety and Security:*** In close collaboration with the Safety and Security Manager and the Dadaab focal point, proactively monitor the political, military and security situation at local level and regularly report on its potential impact on SC’s activities.
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| **QUALIFICATIONS AND EXPERIENCE*** Certified P1/diploma teaching qualifications with TSC certification number and at least a first degree in education or any related field.
* A good understanding of current developments in Learning and Teaching especially regarding the
* use of technology
* Demonstrable knowledge of online learning design and development.
* Up to date knowledge of best practices in accessibility, user-centered, universal and mobile learning

platforms and resources.* Knowledge of education in emergencies, education sector policy, child rights and protection issues
* Strong self-starter, able to take initiative and adapt to changing circumstances and priorities
* Excellent communication skills and a willingness to be respectful, kind, sensitive and empathise with all children and their care givers
* Fluent in written and spoken language of instruction
* Good report writing skills
* Willingness and capacity to be flexible and accommodating when faced with difficult and frustrating working conditions
* Commitment to Save the Children’s Child Protection Policy.

**DESIRABLE QUALIFICATIONS*** Demonstrated teamwork skills
* High level of motivation and enthusiasm for education
* Strong interpersonal and problem-solving skills
* Experience of working with communities and other agencies that support education
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| Working Contacts:External: The job holder is required to have regular contact with other similar organizations implementing digital literacy, children, community, and government departments.Internal: The job requires the job holder to have direct relationship with all staff and management at all levels in ensuring the organizational policies and procedures are adhered to and complied with.  |
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