

TEENALIVE ORGANISATION

**Buea, Cameroon Reg. No: 796/G.34/C84/VOLI/SASC**

**Contact:** Executive Director: +237675 485 090 Bamenda Focal Person: +237677479498

**Emails:** [teenalive\_2018@yahoo.com](mailto:teenalive_2018@yahoo.com)

**Core Values:** Respect for Human Life and Inclusiveness

Facebook Page: <https://www.facebook.com/hopefulteenworld/>

**Job Title:** Education Assistance - Neighbourhood Learning Corners

**Reporting to:** Education Officer

**Hours:** 40 hours/ week

**Principal Location:** Boyo Division, Njinikom sub-division (Kikfuni, Upper Mugheff, Kindo, Bobong, Wombong, Fuanantui, Muloin, Lower mugheff, Tuafundong, Baichi)

**Length of Contract:** 6 months fixed term contract.

**About:** TeenAlive Association is a non-profit organization dedicated to empowering marginalized and vulnerable children through educational support programs, child protection and provision of Gender-Based Violence in communities. We work closely with communities, local partners, donors and the government to provide access to quality education and promote child protection in Cameroon.

**Job Summary:** The Education Assistant will provide crucial support to the Education Officer in implementing the RESPUN consortium CERF education project aimed at improving access to safe and quality education for out of school children and children at risk of dropping out in the NWSW regions of Cameroon. This role involves working closely with the project coordinator and the technical team based in Street Child, the target schools, communities, and local partners to ensure the effective delivery of this interventions.

**Key Responsibilities:**

* **Program Support:** Assist the Education Officer in planning, implementing, and monitoring education programs in line with RESPUN consortium objectives and donor requirements. Daily support and supervise the Neighbourhood Learning Corner Facilitator.
* **School Assistance:** Provide support to schools in areas such as classroom management, student attendance monitoring, and educational resource management to enhance the quality of education delivery. In partnership with the Education Officer, cascade the TaRL training to the designated teachers for the project, and ensure regular and timely monitoring of the deployment of the TaRL approach in the schools for remedial learning.
* **Community Engagement:** Participate in community meetings and awareness-raising activities to promote the importance of education and encourage community involvement in children's learning.
* **Capacity Building:** Assist in organizing and facilitating training sessions and workshops for teachers, education authorities, and community members to build their capacity in areas such as child protection, inclusive education, and psychosocial support.
* **Data Collection and Reporting:** Collect and compile data on program activities, beneficiaries, and outcomes to support monitoring and evaluation efforts. Assist in preparing regular reports for internal and external stakeholders.
* **Logistical Support:** Provide logistical support for education-related activities, including the distribution of educational materials, coordination of events, and management of project supplies and equipment.
* **Child Protection:** Ensure that education programs adhere to child protection principles and contribute to creating safe and supportive learning environments for children.

**Qualifications and Experience:**

* National Diploma or Bachelor's degree in Education, Social Sciences, or related field.
* Previous experience working in education programs or community development projects is desirable.
* Knowledge of education policies, principles, and practices, particularly in the context of Cameroon.
* Strong organizational and administrative skills, with attention to detail.
* Good communication and interpersonal skills, with the ability to work effectively in a team.
* Fluency in English (written and spoken).
* Ability to work independently and under the supervision of the Education Officer.
* Commitment to child rights, protection, and social inclusion.
* **Application Process:**
* To apply for this position, please submit a cover letter and CV to [teenalive\_2018@yahoo.com](mailto:teenalive_2018@yahoo.com). The deadline for applications is 31.03.2024. Only shortlisted candidates will be contacted for an interview.
* TeenAlive Association is an equal opportunity employer and encourages applications from qualified individuals, including those with disabilities and from diverse backgrounds. We are committed to creating an inclusive and supportive work environment for all staff.