



Foundation for Inclusive Education
(FIED)

Reg. No 655/G.37/C.84/VOL11/SASC Motto: "Education for All"

VACANCY ANNOUNCEMENT:

Job Title: Inclusive Education Officer (IEO)

Organization: Foundation for Inclusive Education (FIED). Non-profit organization

Location: Federal Quarters Buea, South West Region Cameroon

Job Type: Full-time

Job Description:

We are seeking a highly motivated and organized Inclusive Education Officer (IEO) to join our team. The successful candidate will be responsible for providing Radio Education Programs (REP) support to our organization, ensuring effective Formal and Non- Formal Education activities, and ensuring compliance with organizational policies and procedures

Responsibilities:

- Develop and implement an effective Formal and Non-Formal Education activities within the organization,
- Ensure accurate and timely support to stakeholders,
- Prepare and submit all educational reports to donors and other relevant parties,
- Conduct an up-to-date analysis on education situation in Cameroon and provide recommendations for improvement.
- Maintain accurate and up-to-date records and documents on educational institutions in Cameroon,
- Assist in the preparation of grants and proposals,
- Coordinate with other departments to ensure effective use of resources,
- Provide administrative support to the organization, including answering phones, responding to emails, and performing other administrative tasks



Foundation for Inclusive Education (FIED)

Reg. No 655/G.37/C.84/VOL11/SASC Motto: "Education for All"

Requirements:

- HND/ BSC. In Education, or a related field,
- At least 2 years of experience in Radio Education Program (REP), preferably in a non-profit organization,
- Strong knowledge of child protection and PSEA principles and practices,
- Excellent analytical and problem-solving skills,
- Strong attention to detail and ability to work accurately,
- Excellent communication and interpersonal skills,
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office, particularly Excel and PowerPoint

What do we offer:

- Immediate incorporation in a young dynamic and passionate team.
- You will become an education field expert.
- You will acquire expertise in implementing projects at national level and be part of the draft of proposals under the coordination of senior experts in the organization.
- You will be able to introduce to the team, develop and add to the ongoing workflow your own ideas, falling under the fields of expertise of the organization.
- Opportunity to grow professionally and personally in the organization to become a senior Education Officer. We offer you an ambitious career plan.
- Working hours are from 8 am until 4 pm from Monday to Friday.
- Holidays: 18 working days per year to be split during the year following company's policies.
- Subsistence costs covered during travel.
- Note that the wage will be discussed according to the candidate experience during the interview following the project guides.

Selection process

The selection process will have 3 phases:

- Assessment of Applications.
- Round of Interviews.
- Final Decision.

Application Deadline

To apply, please, you can do it by writing directly to this function mailbox: admin@ffiedu.org and copy ebnzo2012@gmail.com before the **13th of September 2024**



Foundation for Inclusive Education (FIED)

Reg. No 655/G.37/C.84/VOL11/SASC Motto: "Education for All"

Useful information

- Before applying, you should carefully check whether you meet all the eligibility criteria.
- We will not accept candidate that applies beyond the deadline.
- Applications must include a motivation letter (1 page limit) and a CV, both submitted in English OR in French to be considered.

Applications not submitted in one of these two languages will be excluded from the selection procedure.

Mkegoah Ebenexer
Executive Director (F.I.E.D)

