

Scholarship Officer

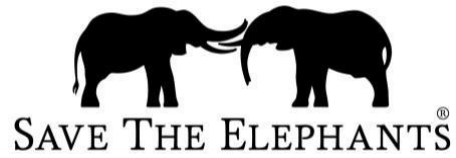
Our mission is to secure a future for elephants and to sustain the beauty and ecological integrity of the places they live; to promote man's delight in their intelligence and the diversity of their world, and to develop a tolerant relationship between the two species. We are in the process of looking for a qualified and experienced **Scholarships Officer**.

Overview

The Scholarship Officer will be responsible for coordinating the Elephant Scholarship programme. The preferred candidate should be outspoken, good with young people with knowledge of the Kenyan education system. ***Preferably from Samburu.***

Key Responsibilities:

- Manage and keep up to date guidelines for the education program in collaboration with education officers;
- Manage scholarship programme events alongside the education team, including but not limited to scholarship interviews, new student admissions and organizing holiday tutoring and mentoring;
- Coordinate budgets and accounting of scholarship program expenses with other officers;
- Prepare reports and updates on all scholarship program activities;
- Coordinate scholarship funds disbursement in a timely and transparent manner, and ensure that all documentation is properly recorded and archived;
- Maintain a database of scholarship students and their scholarship needs;
- Monitor the progress of scholarship students and provide regular progress reports;
- Manage relationships and communication with Save the Elephants partner schools in Samburu;
- Work with partner schools to develop and implement training programs for wildlife club members and teachers;
- Coordinate with partner schools to organize and monitor wildlife clubs' activities;
- Develop, update and review mobile conservation education materials e.g., wildlife activities sheet.



Skills and Experience

- Bachelor's degree in the field of environmental education, community development or related field.
- At least **three (3) years** of experience managing projects in a youth-focused organization, experience working with teenagers in Kenya is preferred.
- Knowledge of the Kenyan education system is desirable.
- Strong communication, organizational, and leadership skills.
- Ability to work effectively with diverse teams.
- Ability to work independently and take initiative.
- Strong analytical and problem-solving skills.

Application Process

- CV & cover letter to consulting@huresco.net on or before 30th November 2023
- Only shortlisted candidates will be contacted