



## **Job Title: Graduate Programs KFR (Kenyan Field Representative) for the Canada-Mathare Education Trust (CMETrust)**

**Based in: Nairobi, Kenya**

### **Who we are**

**Canada-Mathare Education Trust (CMETrust)**'s mission is to advance education in Kenya by providing secondary and post-secondary school scholarships, with funds raised annually, to students from Mathare Valley Slum, Nairobi; and, to raise awareness in Canada about education and poverty in urban Kenya.

CMETrust was founded in 2006 and is an entirely volunteer-run, registered Canadian charity, and an incorporated business in the Province of Ontario. CMETrust reports annually to the Canadian government in accordance with the rules and regulations set out under Canadian law. CMETrust is proud to be a member of the Ontario Council for International Cooperation. CMETrust's programming is delivered by three Kenyan Field Representatives.

CMETrust is currently providing 59 high school scholarships, and has 101 alumni. It is also supporting 31 post-secondary scholars.

### **Join us!**

We are looking for a Graduate Programs KFR to Work alongside CMETrust's three other Kenyan Field Representatives, the Graduates Programs KFR role will be to administer two programs - the Post-Secondary Scholarship (PSS) Program and the Alumni Program.

**Post-Secondary Scholarship (PSS) Program:** The PSS Program supports selected CMETrust secondary school graduates with the qualifications to pursue post-secondary study at a college, university, professional or technical school. To date, the program has supported students at university through scholarships, direct entry students at university, as well as a student at a professional school. In 2017-2018 the program will continue to support the 17 students on



scholarship, all direct entry students in various universities and colleges across the country. Also, the program is supporting 17 student to undertake post KCSE digital literacy training.

**The Alumni Program:** The Alumni Program offers a way for past CMETrust scholarship recipients to stay involved with CMETrust. To date, Alumni have received skills training, organised and worked together on activities to give back to their community, and worked together on fundraising activities. The alumni have a list of annual events

The new field representative will first complete an internship/period of on-the-job learning for four months. If completed successfully, the field representative will then receive the same fee for service as the existing three field representatives.

**Post-Secondary Scholarship Program responsibilities:**

- Work with the Kenyan Field Representatives and the PSS committee in Canada to redesign the PSS program to support students interested in technical studies, as well as to support all direct entry students and the two students now at school on scholarship
- Develop an application and selection process for selecting students who will receive support from the PSS Program
- Set up a system for regular check-ins with students who are given PSS support to ensure that they are following their programs
- Assist students who may have problems that are interfering with their studies
- Work out a budget for the post - secondary scholarship support program and track and report on program expenses:
  - Calculate funding allocation for all students
  - Request funds for each respective student from the CMETrust Board via the Board's PSS Committee
  - Ensure students sign the Trust's letter of agreement required before releasing any funds
  - Administer available funds for all students



- Collect receipts from students for approved expenditures for inclusion in the End of Semester Reports to the PSS Committee
  - Collect and include student progress reports required by the student's letter of agreement in the End of Semester Reports to the PSS Committee
  - Set up a system to record data related to the various students, program attendance, payments, and request for payments to the PSS Committee etc.
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- Send midsemester and end semester scholars progress reports
  - Gather information, photos, videos, etc for use both online (for CMETrust website and social media) and for reporting to share results of the PSS Program in both Canada and Kenya.

#### **Alumni Program responsibilities:**

- Work with our other Kenyan Field Representatives, CMETrust's Canadian Program Director, and interested Alumni to further develop the Alumni Program.
- Support alumni to execute MIF & Walk-a-thon project
- Offer career and life skills mentorship to the alumni
- Report quarterly on the progress of the alumni

#### **Skills, Qualities and Assets Looked For:**

- Minimum college or university certificate
- have experience in career and youth mentoring or community development
- be knowledgeable about the education system in Kenya and able to research various post-secondary (technical schools, college and university options)
- have the ability to develop relationships with education partners like HELB, KUCCUPS, UNESCO among others
- have good communications skills, both technical and interpersonal
- have good writing skills in English, as well as good skills in math and digital media



- be able to work independently and as part of a small team with the other Kenyan Field Representatives
- Be comfortable with multicultural working teams and have experience working on cross-cultural programs, projects, etc.
- be willing to work in an organization with a strong spirit of volunteerism, recognizing that the fee for service will compensate for only part of the role's responsibilities
- have the flexibility to work evenings and weekends and sometimes to respond to requests from Canada on an urgent basis
- experience in fundraising and organizing community events would be an asset

#### **Compensation:**

- Following the internship, dependant on the annual signing of the Written Agreement with the CMETrust Board, the Graduate Programs Kenya Field Representative will receive a fee for service three times per year

#### **Interested and qualified?**

- Please send your CV and a short cover letter (3 pages maximum) to: [cmetkenya@gmail.com](mailto:cmetkenya@gmail.com) or drop your application documents at our office in Mathare ; opposite Kibigori House, Juja Road
- Your cover letter should explain your personal interest in this position and why you believe you would be a suitable candidate.
- For more information about the organization, please visit [www.cmetrust.org](http://www.cmetrust.org)

#### **Application deadline:**

- Application deadline 27<sup>th</sup> March, 2018
- We thank in advance all applicants but regret that we will only contact short-listed candidates for an interview.