

Scholarship Officer – Hargeisa, Somaliland

Organisation Overview

The Pharo Foundation (the “Foundation”) is a privately funded entrepreneurial organisation that runs philanthropic programmes as well as for-profit Pharo Ventures. The vision of the Foundation is an economically vibrant and inclusive Africa. The mission is to achieve our vision by investing in Africa’s human and physical capital with a strong focus on job creation.

Established in 2011 as a UK based non-profit, the Foundation has since made a strategic shift to directly design and implement its own programmes to ensure greater engagement with communities, better results and increased accountability. The Foundation has carried out numerous projects in East Africa, with a focus on Ethiopia, Somaliland and Rwanda. The key themes for the philanthropic side of the Foundation are education, health, water and agriculture. At the end of 2019, the Foundation started its Pharo Ventures franchise to prioritise sectors where the Foundation believes a real impact can be made by establishing self- sustaining businesses that focus on job and economic creation.

Headquartered in London, the Foundation has an operational Head Office in Nairobi, Kenya with country offices in Ethiopia (Addis Ababa and Assosa), Somaliland (Hargeisa) and Rwanda (Kigali) with further expansion plans in East Africa.

Position Summary

This role is responsible for the identification, verification and selection of students eligible for the Pharo School Scholarship. This is a vital role in terms of the Foundation’s commitment to quality access to education for all.

Job Title: Scholarship Officer
Reports to: Head of Education
Job Location: Hargeisa, Somaliland
Contract Type: Fixed Term (one year)

Key Duties and Responsibilities

- Create a student database with information on financial aid assessments per family and academic performance of the students.
- Maintaining the Foundation’s database for Scholarship beneficiaries.
- Actively connect potential scholarship sponsors with our students.
- Keep records of student performance and inform parents of students’ progress over the course of their studies.
- Be the first-line response for reported hardship cases, including interviewing students when required;
- Advising students and families on the application process.
- Auditing and keeping scholarship disbursement records.
- Working with the scholarship team to shortlist applicants and process awards.
- Maintaining strong external relationships with families, school management, teachers, etc.
- Any other duties assigned by line manager.

Qualification Requirements

- University Degree in Education (or related field)
- Minimum 2-4 years of relevant work experience in the educational sector.
- Fluent in Somali and English.
- Working knowledge of using Microsoft office (MS word, MS excel, PowerPoint etc.)

Behavioural Competencies

- Ability to work under instruction, as part of a team, and on own initiative.
- Organised and self-motivated with strong administrative skills.
- Outgoing and confident, with a flexible approach to work; willing to adapt to changing situations.
- Ability to interact with a wide range of people.
- High level of professionalism, work ethics, integrity and data collection analysis and reporting.
- Strong attention to detail.
- Highly discreet and ethical, who strongly adheres to the Foundation's Confidentiality policy.
- Good writing and reporting skills.
- Commitment, ability to work under pressure and meet deadlines.

Application Procedure

This position is open to both female and male nationals from Somaliland.

Review of applications will begin as soon as they are received, and only **complete** applications will be considered. In the event that an outstanding applicant is identified early in the search process, we reserve the right to appoint before the deadline. For this reason, we encourage interested candidates to apply at the earliest possible time. Due to the high volume of applications, we regret that we will only be able to contact short-listed candidates.

How to Apply:

Interested candidates, who meet the above requirements, should submit their application through email to recruiting.sl@pharofoundation.org with subject line "Scholarship Officer"

Requirements:

1. A recent updated CV.
2. Cover letter to explain the experience you have gained that indicates you are the most qualified candidate for the role (maximum 1,000 words).
3. A list of minimum five (5) references with current email address and phone number.
4. Copies of your qualification.