

CALL FOR APPLICATION

LOCAL CONTRACT



Title of the position:
CHARGE(E) DE MISSION

Place of work: **Lycée Français Denis Diderot – Nairobi – KENYA**

Quota: Part time - 33 h

Starting date: December 2023

WHO WE ARE

Founded in 1962, the French School of Nairobi is one of the oldest and the most well-known international schools in Kenya. The school has continually grown in more than half a century of its existence. Today, it hosts more than 600 students between the ages of 2 and 18 years regardless of origin or religious persuasion. Our school fraternity of more than 50 nationalities affords each and every student an opportunity to self-actualize depending on their personality, preferences and abilities. This diversity is a distinct asset that we strive to capitalize on through innovative instruction and personalized teaching to meet individual needs.

The French School of Nairobi seeks to recruit a “**Chargé de mission**” (project manager).

ROLE SUMMARY

In the context of the complexity and responsibilities incumbent upon the elected and volunteer parents of the Management Committee, the “Chargé de mission” will ensure that the prerogatives of the Board are respected and implemented in accordance with the Statutes of Parents' Association of the Lycée Denis Diderot Nairobi. Placed under the hierarchical responsibility of the Management Committee, he/she works for the members of the Management Committee and in close collaboration with the school's operational management in accordance with the school's values.

DUTIES AND RESPONSABILITIES

As part of his/her duties, the Task officer will have the following main responsibilities:

- **Project Manager**
 - ✓ He/she helps to define the strategic priorities of each committee and is responsible for project management.
 - ✓ He/she researches, collects and disseminates information to help Board members make decisions.
 - ✓ He/she ensures that Board decisions are followed up.
 - ✓ He/she accompanies and supports the projects monitored by the closed committees (Finance, HR, Social Affairs, Safety, etc.).
 - ✓ He/she is closely involved in projects run by the Association and approved by the Board (excluding educational projects).
 - ✓ He/she collaborates on any other forward-looking projects for which he/she is commissioned by the Board.
 - ✓ He/she mobilises the professional skills of the Association's members to work on projects.
- **Life of the Parent's association**
 - ✓ He/she runs the Association (communication, welcoming and mobilising members/parents, etc.).
 - ✓ He/she is responsible for the administrative management of files (database capitalisation, procedures, archives, etc.)
 - ✓ He/she organises boards of directors, meetings, committees and general meetings (distribution of documents, secretarial work at meetings, minutes and reports).
 - ✓ He/she works in a network with the FAPEE and other Parents Association.



- **Good governance**

- ✓ He/she is responsible for maintaining good relations with all the school's staff and various partners (companies, French embassy, service providers, lawyers, other schools).
- ✓ He/she formalises and updates the school's procedures manual in conjunction with the various department heads.
- ✓ He/she ensures that procedures are followed by the various department heads
- ✓ He/she implements tools for disseminating and processing information and data

COMPETENCIES / SKILLS REQUIRED

- Project management /Team coordination
- Technical knowledge of human resources, finance and law
- Strong interpersonal skills to mobilise people and collaborate effectively with several stakeholders
- Managing tension and pressure from groups or individuals
- Ability to handle sensitive information with discretion and maintain confidentiality and loyalty
- Fluency in French (min. B1) required and English.
- Knowledge of AEFÉ procedures (schools under agreement)
- Ability to propose service improvements and demonstrate rigour and versatility
- Availability

REQUIRED QUALIFICATIONS

- Bachelor degree minimum in law, economics or the humanities,
- A minimum of 5 years' experience in a similar role.

RECRUITMENT PROCEDURE

- The Human Resources Manager will review the applications once received.
- Interviews can be arranged in person or by videoconference.
- A positive or negative answer will be sent by e-mail to each candidate.
- The successful candidate will be hired on the basis of a local contract, in accordance with the Kenyan Labour Laws, from December 2023.

TRANSMISSION OF THE FILE

The application must include, in order: a CV, a covering letter, copies of diplomas or qualifications and all supporting documents relating to experience. Prepare your application by attaching all the compulsory supporting documents requested in a single file and only in PDF format.

For application click here: [APPLY](#)

For more information: recrutement@lyceefrancaisnairobi.com

DEADLINE FOR APPLICATION: 1st NOVEMBER 2023