



## **Vacancy**

### **DSAN Education Coordinator**

The Down Syndrome Association of Namibia (DSAN) is looking to employ an Education Coordinator to drive a pro-active exchange with the Government of Namibia and relevant NGOs to facilitate access for people with DS to formal, vocational and adult education. This is a part-time position. The successful candidate is expected to assume his or her duties as soon as possible and will be tenable for a period of 12 months, renewable annually based on performance assessment.

The Education Coordinator will be an energetic and well-organized person with a background at Diploma level or above. The candidate must have strong administration, computer, organizational and negotiation skills. A qualification and experience in education is an important advantage. He/she should have solid command over the English language and be conversant with MS Office suite and website/facebook administration. A driver's license will be an added advantage.

#### Main Areas of Responsibility:

- Liaison with parents and caretakers of people with DS to map their education needs and pursue various options.
- Respond to individual requests for placement of people with DS in educational facilities.
- Liaison with the Ministry of Education, the Namibia Training Authority, the Community Skills Development Foundation and other service providers in the education sector on effective placement of people with DS in formal, vocational and adult education facilities.
- Respond to questions and requests for support from MoE, NTA, COSDEF and other stakeholders in the sector.
- Establish close working relationship with the 9 resource schools identified by the Ministry of Education to spearhead the implementation of the Inclusive Education Policy.
- Fund raising for inclusive education support.
- Networking with regional and international educators with expertise in inclusive education on best practices.
- Organisation of topical knowledge exchange workshops on Inclusive

Education in Namibia.

- Ensure the Membership Database is up to date, clearly indicating participation in education and further educational needs of each person with DS known to DSAN.
- Ensure the Professional Database is up to date, to ensure easy communication with various educational support disciplines such as physiotherapists, occupational therapists, speech therapists, and educational psychologists.

The Education Coordinator reports to the Chairperson and is accountable to the Board of DSAN. You may email your application to [info@downsyndromenamibia.org](mailto:info@downsyndromenamibia.org). Please include a short motivational letter and your CV. Closing date is Wednesday 18 September 2015. Only short-listed candidates will be contacted.