



# Bible Translation & Literacy E.A

P. O. Box 44456 - 00100, NAIROBI, KENYA. Tel. +254 -722 209606;  
+254 – 735 333065

## OPPORTUNITY TO SERVE

BTL is a Christian faith-based organisation involved in Language Development, Bible Translation, Literacy, and Community Development among the indigenous language groups in Kenya and beyond. We are seeking to recruit a highly motivated born-again Christian of good standing to fill the position below. The candidate must possess excellent networking, interpersonal, and communication skills, planning, monitoring, and evaluation, and must be proactive and able to work under minimum supervision.

### LITERACY COORDINATOR

Reporting to the Language Programmes Manager, the Literacy Coordinator shall provide leadership and vision in literacy and community development, coordinate and supervise BTL literacy programmes and liaise with Government and other agencies in the promotion of literacy.

#### **Key responsibilities:**

- Help BTL's projects assess their literacy needs and design literacy programmes that meet the needs of their community in their cultural setting.
- Assist project teams in setting appropriate literacy goals, budgets and activities on a yearly basis.
- Supervise and monitor implementation of literacy programmes in BTL's projects through reports and regular field visit.
- Help BTL's projects teams to develop plans for training, seminars and workshops ahead of time.
- Help projects to develop, publish and distribute literacy materials.
- Disseminate important information from within and outside of BTL to project teams.
- Network with national government agencies and ministries such as KICD, DACE and County Governments and other organizations involved in Literacy and Education matters.

#### **Qualifications:**

- Bachelors' degree in Education, Social Science, or a related field. Master's degree will be an added advantage.
- At least three years of experience in literacy programs in the Government or NGO sector.
- Must have demonstrated skills in administration, organization, training and donor report writing, monitoring and evaluation.

Applications **clearly indicating the position applied for in the subject line**, along with a detailed CV, copies of certifications, and three referees (Professional, Social, and Church), as well as the phone number (s) for both applicant and the referees should be **emailed** to the below address by **Sunday, 21<sup>st</sup> July 2024**.

**Human Resources Manager**

**Email: [careers@btlkenya.org](mailto:careers@btlkenya.org)**

*Only short-listed candidates will be contacted*