

YOUNG AFRICA ZAMBIA - JOB DESCRIPTION

JOB TITLE: Program Coordinator

SUPERVISED BY: Country Director

SUMMARY OF THE JOB

The **Programs Coordinator** is the key point of responsibility for implementation of the Integral Youth Development program taking place at Young Africa. S/he is responsible for planning, implementation, personnel management, resource management, monitoring & evaluation, associated stakeholder and partner relationship management, timely and quality reporting. S/he ensures quality of YA program activities/results including as necessary coordinating external technical support/expertise.

MINIMUM REQUIREMENTS

- An advanced degree in the social sciences, or other related degree
- 5+ years of experience managing youth, economic empowerment, and/or international development projects.
- Proven project management skills with experience managing multiple projects and/or working for an international organization in Zambia.
- Strong interpersonal skills and mentoring skills to work effectively with partners/clients.
- A track record that demonstrates energy and creativity, and the ability to successfully prioritize and manage competing priorities.
- Demonstrated success in project planning, financial management, program monitoring, report writing, and identifying
- Excellent verbal and written communication skills, including public speaking and presentation skills.
- Experience in data processing (Microsoft Word), spreadsheet (Microsoft Excel), E-mail, and Internet browser software.
- Have technical background in Sexual and reproductive health and rights education, Technical Vocational Education Training, Entrepreneurship development including linkages with formal financial service providers.

RESPONSIBILITIES:

1. Program implementation, oversight and development

- Facilitate beneficiary mobilization in liaison with relevant stakeholders.
- Leads the implementation and supervision of Young Africa's Integral Youth Development program (donor funded projects, Life skills, Entrepreneurship, TVET, Sports, Arts).
- Contributes to the development of work plans, budgets and progress reports as required by the organization, donors and other partners
- Maintains relationships with current and potential funding sponsors and networks with other NGOs in order to create a network of NGO in which peer-learning and experience-sharing can occur.
- Manages the planning and implementation of the IYD program goals to fulfill the mission of the organisation.
- Ensure all IYD activities are always focused on the results framework of YA's IYD program.
- Identify early warning signs of program challenges and recommend interventions/solutions.
- Hold regular review meetings with other staff and relevant stakeholders to review progress.
- Manages, selects, trains and evaluates programs staff for effectiveness and efficiency.
- Performing needs assessments, evaluations and analysis of individual projects and overall effectiveness
- Liaise with young people staff, franchisees and external constituencies in developing, planning and implementing IDY program objectives.
- Manages the development of internal systems (including the franchise business model) and materials for delivery of IYD program and services.
- Lead in the planning and implementation of the community outreach component of the IYD.

2. Communication & Monitor and Evaluation

- Ensures monitoring and evaluation activities and reporting meet donor standards, and are completed on schedule.
- Reviews and finalizes program reports.
- Collaborates with young people and staff to identify and resolve issues and conflict requiring discretion, diplomacy and confidentiality.

- Develops and facilitate as well as overseeing the development and facilitation of workshops, seminars and orientations students, staff and external constituencies.
- Supervise and guide the work of the Business Development Officer
- Designing and refining of existing data collection tools
- Collect data on a regular basis to measure achievement against the performance indicators.
- Ensure that data collected is of the highest quality through quality checks.
- Maintain and administer the M&E database; analyse and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify areas where technical support to organisational staff is required. Organize refresher training as required.
- Identify lessons learnt and develop case studies to capture qualitative outputs of the project. Provide advice to the supervisor on improving project performance using M&E findings.

3. Financial management and grant oversight

- Responsible for implementing activities in accordance with project or activity budgets.
- Consults with Finance and Administration Officer regarding best practices for financial administration of project work.

4. Other

- Supports the Country Director in various administrative tasks.
- Take initiative in sourcing for funding opportunities and proposal development.

This position is based in Lusaka.

To apply submit your application stating why you feel you are suitable for this position to email: grant.mwansa@youngafrica.org and copy lifeskills@youngafrica.org.

Application deadline; 15th February, 2021.