



Job Description: Programme Coordinator (ICS) Restless Development, South Africa

Post Title	Programme Coordinator: ICS
Unit	Programmes Unit, Restless Development - East London, South Africa
Line Manager/Reporting	Programme Manager

Unit	Programmes and Programme Quality
Location	The Eastern Cape: East London Head office, Vincent.
Salary	Approximate Gross annual salary R223,658
Annual Leave Entitlement	24 days annual leave plus public holidays in South Africa and access to a national health insurance scheme
Restrictions	1 year time specified contract (possibility of extension). The organisation is unable to obtain a work permit for this position, and therefore applicants must have the right to live and work in South Africa without restriction to apply for this position.
Reports to	Programme Manager
Direct Reports	Field Officer and Programme Interns
Key Internal Staff To Work With To Deliver The Role	Programme Manager Finance and Administration Manager Finance Administration Assistant Coordinator Monitoring and Evaluation Coordinator Office Intern
Expected travel	Significant (up to 50%) travel throughout Eastern Cape and South Africa. Occasional international travel may be required once a year.

Context	<p>Restless Development is the youth-led development agency – everything we do is led by and through young people. And because we are who we serve, our mission is to place young people at the forefront of change, empowering them to take a leadership role in addressing the most urgent issues facing their countries and the world, from the grassroots right through to the governments.</p> <p>Based on our 26 years of experience in working with and for young people, it is this innovative and cost-effective youth-led approach – the source of our expertise and credibility – that now reaches over 400,000 young people each year across sub Saharan Africa, South Asia and the UK; an approach that is frequently cited as a ‘model for best practice’ by UNAIDS, UNICEF, the World Bank and the UK Government.</p> <p>Our central goals are to address Youth Sexual & Reproductive Health and Rights (SRHR) - ensuring that young people are engaging in safe sexual and reproductive practices that lead to healthy lives – including addressing teenage pregnancy, Gender-based Violence, accessing sexual health youth-friendly SRHR services (including contraception and family planning services); Livelihoods and Wealth Creation – ensuring that young people have the capacity to become income earners in their communities whether through employment opportunities or by business creation and entrepreneurship; and Civic Participation – ensuring that young people are at the centre of decision-making processes and policies – at a local, regional and nation level.</p> <p>International Citizen Service (ICS) is a UK government-funded development programme</p>
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	<p>that brings together 18 to 25-year-olds from all backgrounds to fight poverty in both Global South and UK communities. ICS represents a significant investment by the UK government in young people. DFID has chosen to fund ICS because it believes in the power of young people to bring about positive change in some of the poorest communities around the world, and that by creating 14,000 active citizens we can shape the future for the better.</p> <p>We are looking for a dynamic, committed, experienced and passionate staff to coordinate and oversee delivery and support of our ICS volunteer-led programmes in the Eastern Cape. Working with rural-based communities and youth volunteers from both South Africa and the UK throughout the regions, our programmes build the capacity of communities to respond to the challenges facing young people around our three core strategic objective areas of sexual reproductive health and rights (SRHR), livelihoods and employment, and civic participation.</p> <p>With significant time spent in the field, and an emphasis on ensuring effective working relationships with our stakeholders, partners, volunteers and young people that we work with, this is a key position within our programmes team, responsible for the quality delivery of the ICS programme and in the placements where we work. You will be a practical, solution-focussed individual, committed to delivering high standard programmes, ensuring that sharing and learning best practice from colleagues in the staff team filter to our programme delivery on the ground. This is a significant role in our programmes team.</p>
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40%	Programme Management & Coordination
Expected Standards	<ul style="list-style-type: none"> • Manage and oversee implementation of the South Africa International Citizen Service (ICS) Programme in South Africa • Work with the Programme Manager to develop workplans, schedules and budgets for the ICS programme in-country • Work closely with the Programme Manager in planning, reviewing workplans and budgets, supporting programme logistics and managing programme staff • Liaise and network closely with the International ICS technical lead persons in planning, reviewing, managing and supporting the programme at all levels • Develop and review volunteer learning/training materials and manuals for the ICS programme, ensuring they are relevant for volunteers • Support field staff in delivering, reviewing and assessing effectiveness and efficiency of training provided to volunteers • Conduct community level safety, security and risk assessments in the placement communities • Supervise and monitor the identification, selection and sensitisation of host families prior to placement of volunteers • Oversee the sensitisation/mobilisation of local stakeholders, communities and partner organisations to participate in, and support the ICS programme • Coordinate and facilitate the recruitment and orientation of in country (South African) volunteers • Coordinate and facilitate the training, deployment and placement of local and international volunteers • Oversee processes, systems and mechanisms for providing safety, welfare and support to local and international volunteers by field staff • Ensure effective communication between volunteers, field staff, the Programme Manager and the Country Director

15%	Financial management and budget oversight
Expected Standards	<ul style="list-style-type: none"> • Manage and control the ICS programme budget, ensuring that expenditure is in line with the approved budget and quarterly reforecasts • Participate in annual and ICS cycle level budget preparation, quarterly reforecasts and reviews • Work with Finance and Administration Manager to ensure staff are familiar with finance policy and procedure, and monitor staff compliance with finance policy and procedures
15%	Monitoring & Evaluation /Programme quality & reporting
Expected Standards	<ul style="list-style-type: none"> • Manage M&E data collection, compilation, analysis and reporting for the ICS programme, according to set standards • Oversee and supervise data collection by Field Officers and perform preliminary data quality checks on data collected from the field • Work closely with the Programme Manager in ensuring that the ICS Programme meets the agreed performance and reporting standards at all times • Produce and submit monthly, quarterly and other periodic reports and updates for the programme and as may be required from time to time • With and M&E Coordinator, perform M&E data quality checks, and review all monthly and quarterly narrative reports from field officers before final submission
15%	Human Resource Management/People & Performance
Expected Standards	<ul style="list-style-type: none"> • Line manage and provide performance management support to the Field Officers (FO's) • Support Field Officers to provide necessary support and management to ICS volunteers, both in-country and International volunteers • Compile minutes of programme meetings, staff meetings, line management and performance management meetings and ensure these are kept on file (both electronic and hard copy) • Assess staff training and development needs for field staff • Facilitate regular training for FOs and support FOs to build capacity of Volunteers • Ensure FOs and programme Interns are familiar with HR policy and procedures, and monitor staff compliance with HR policy • Support the Programme Manager in managing staff leave, ensuring that leave records are documented and filed • Facilitate dissemination to staff of information on decisions made in the Management Committee and any other information to maintain transparency
15%	Networking & Coordination
	<ul style="list-style-type: none"> • Facilitate and/or attend meetings to network and share information, learning and experiences in relevant forums as and when necessary • Represent Restless Development in meetings at Provincial, District and community levels, as needed • Share and disseminate to programme staff relevant information discussed in meetings, networks, workshops or forums

Required Competencies (essential unless stated)	<ul style="list-style-type: none"> • At least a first degree or Diploma in a relevant field; (social/human sciences, business studies or similar). • At least three (3) years' experience working in a management or coordination role in an international development/social development orientated organisation, including monitoring and evaluating programmes for impact (experience working with volunteers essential) • Ability to lead and motivate others to perform to expected standards • Strong leadership, coaching and mentoring skills • Strong team working, communication (including report writing) and interpersonal skills • Strong facilitation, training and presentation skills • Experience of working in a multi-cultural environment • Excellent computer skills; (word, excel, outlook and power point) • Excellent networking and relationship building skills • Willingness to monitor and support Restless Development youth programmes located in remote rural locations • Experience managing budgets and finances • Fluency in isiXhosa and English • A commitment to Restless Development aims, methods and values • Previous experience/exposure to Sexual Reproductive Health and Rights, youth sustainable livelihoods, entrepreneurship, employment creation and participatory learning programmes (desired)
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How to Apply	Please send a completed application form to sajobs@restlessdevelopment.org by the closing date. Please note we DO NOT accept CVs, resumes or covering letters
Closing Date	8 a.m. (SA time) Wednesday 11th May 2016. Late or incomplete applications will not be considered.