

Job Description – Officer, YSSP/BIG IDEA

Post Title	Programme Officer
Location	Kupondole, Lalitpur, Nepal (Head Office)
Level	This is a mid-level position which has to report to Senior Programme Officer and will manage technical assistants (TAs) working in District Youth Information Centers (YICs), volunteers and Interns
Salary	NRS. 400,668 Gross per annum
Benefit	24 days annual leave and health insurance
Line Manager/Reporting	Programme Manager
Context	<p>Capitalising on the recent launch of a new brand in July 2010 and the launch of a new 5-year global strategy (2011 – 2015), Restless Development is taking up a position as the global banner carrier for youth-led development, and demonstrating at the grassroots and policy levels that young people can and must play a lead role in development.</p> <p>Restless Development has more than tripled the size of its budgets and programs in the past five years, has been the recipient of several international and national awards, and is repeatedly cited as a model of best practice in youth-led development by the World Bank, the UK Department for International Development (DFID), UNICEF, UNAIDS and other international development institutions. For more information on Restless Development's youth led mission and work in Nepal, please visit: www.restlessdevelopment.org.</p> <p>The Big Idea is a ground-breaking new programme from Restless Development. The Big Idea works with young people to equip and empower them with the capacities and confidence to use, analyse and generate data on key issues that affect their lives, and to help them exercise accountability over their governments. Full project information can be found here: http://restlessdevelopment.org/big-idea</p> <p>Youth Sector support programme (YSSP) is being implemented in close coordination with Ministry of Youth and sports (MoYS). This project was started from 2011 with the support from DFID/PPA funding. Under this project Restless Development and MoYS has signed MoU until 2019 A.D. YSSP works directly with Model Youth Information center's in 5 development Regions of Nepal.</p>
Skills & Qualifications	<ul style="list-style-type: none"> • At least 2 years of experience in development sector • At least Bachelors degree from a recognized institution • Fluency in written and spoken English, including exceptional communication skills Excellent computer skills, including Microsoft Office package and internet Experience working closely with government officials • Experience delivering training • A strong personal commitment to the values, aims and methods of Restless Development • Ability to travel to rural areas including overnights during training, or for 1-2 weeks when out of the Kathmandu valley • Have 2 wheelers driving license

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<p>30% Capacity Strengthening of Youth Information Centers in close collaboration with MoYS</p>	<ul style="list-style-type: none"> • Assist in designing and delivery of capacity strengthening training for YICs and Ministry of Youth and Sports (MoYS) • Develop training materials and methodologies in coordination with Senior Programme Officer • Assist Senior Programme Officer in identifying relevant partners and working districts to implement the programmes • Support other Programme Quality (PQ) staff to deliver capacity building training to YICs • Support the Senior Programme Officer in maintaining relationships with key programme partners and the MoYS • Lead on logistical arrangement for training and other activities • Support on implementing the activities in YICs
<p>30% Dissemination of Youth work to Media</p>	<ul style="list-style-type: none"> • Work in close collaboration with MoYS and share best practices related to youth to Media • Establish proper coordination with Media • Work together with youth journalists and engage them on their capacity strengthening • Liaise Restless Development’s work on youth with Media • Prepare reports, news, press releases and case studies and share frequently with media
<p>10% Support the Programme Quality unit of Restless Development</p>	<ul style="list-style-type: none"> • Work with PQ staff to develop overall programme design, including project, activity, and indicator development for generation of leadership activities Maintain the Restless Development Ex-Volunteer Network databases • Identify and disseminate professional development opportunities (including jobs, grants, fellowships, conferences, etc.) to Restless Development ex-volunteers • Arrange for or facilitate professional development trainings for current or ex-volunteers as appropriate
<p>10% Monitoring, evaluation, and reporting of Youth Sector Support Programme activities</p>	<ul style="list-style-type: none"> • Work together with Senior Programme Officer (M&E) to develop monitoring tools for YSSP activities • Collect and consolidate monthly activity reports • Develop case studies
<p>10% Human resource management for Youth Sector Support Programme volunteers and partners</p>	<ul style="list-style-type: none"> • Lead on the recruitment of volunteers for YSSP activities • Support the training of volunteers in advocacy and capacity building activities • Line manage YSSP volunteers as appropriate • Assist in the planning, and delivery of regular training workshops to build the capacity of Restless Development staff in delivery of capacity building to partners
<p>5% Financial management</p>	<ul style="list-style-type: none"> • Develop budgets for YSSP activities • Coordinate budgets for certain activities as and when required • Retire accurate and timely collated financial records to the Finance Unit • Adhere to Restless Development values, finance policies and procedures

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Time: 5%
Other

- Support the development and implementation of all programme quality activities, including those not directly related to the Youth Sector Support Programme
- Serve as a role model – personally embodying Restless Development’s mission and values, and strictly adhering to policies and procedures and ensuring other staff to do the same.
- Any other duties as agreed upon with the supervisor, sometimes requiring work on weekends for which time off in lieu may be taken.