

JOB DESCRIPTION: PROGRAMME ASSOCIATE

Location:	Manicaland, Matabeleland North, Masvingo, Harare and Midlands.
Gross Salary:	\$6,600
Preferred start date:	1 November 2021
Length of contract:	Initial 1 year with possibility of renewal
Reports to:	Programmes Manager /M&E Coordinator
Directs reports:	Young Community Leaders
Expected travel:	National Travel will be required to communities of operation

Context:

Restless Development is an agency for youth-led development. We have been supporting young people to demand and deliver a just and sustainable world for all in Zimbabwe for the past 36 years. Our programming is focused on four goal areas, Sexual Rights, Living, Voice and Leadership. Through our work in **sexual rights** we are equipping young people with the ability to make informed decisions about their Sexual and Reproductive Health. We are giving young people a **voice** through our volunteering programmes and capacitating them to be active citizens by participating in key development processes. We also ensure that young people have a decent **living** through our work in livelihoods and employability which is economically empowering young people. Find out more here: www.restlessdevelopment.org.

Restless Development Zimbabwe is seeking five (5) talented and dynamic leaders to take up the role of Programme Associate for the Citizen Engagement for Accountability Action project to be implemented in (Manicaland (Chipinge, Nyanga, and Makoni districts), Matabeleland (North-Binga, Tsholotsho, and Hwange), Masvingo (Zaka, Gutu, Mwenezi, and Chivi), Harare (peri-urban districts of Hopely and Caledonia), and Midlands (Gokwe, Zvishavane, and Mberengwa).

Main Responsibilities:	Project delivery and Quality Capacity Building Trainings Local Partnerships and Collaboration Monitoring and Evaluation Financial Management
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Project Delivery and Quality 40%

- Communicate the aims and objectives of the programme to community/district/provincial stakeholders through meetings and one on one engagements making sure that communities have clear understanding of project demands
- Lead activity design and implementation by providing a positive youth development lens to all activities
- Establish and maintain effective work plans as assurance to program quality
- Support the recruitment and selection of Young Community Leaders in the districts of operation
- Support design, plan and lead the Foundation and Mid-Term training for Young Community Leaders
- Provide support to Young Community Leaders as they conduct activities in their communities
- Keep track of opportunities for youth development and update the online platform
- Work with the M&E Coordinator to develop monthly progress reports

Capacity Building 20%

- Support the recruitment, selection and training for Young Community Leaders
- Line management of Young Researchers
- Ensure Young Community Leaders adhere to organisational policies and practices
- Support capacity Assessment of youth CSO, CBOs and informal youth groups
- Support capacity strengthening training, mentorship and technical support to selected CSO, CBOs and informal youth groups in positive youth development approaches.

Local partnerships and collaboration 15%

- Cultivate relationships with line ministries, consortium partners and other organisations at district level to ensure their buy in and involvement in the project
- Attend district level coordination meetings with consortium partners and stakeholders

Monitoring and Evaluation 10%

- Conduct monthly visits to communities, monitor progress and update the M&E Coordinator accordingly
- Provide timely and high quality consolidated monthly progress report to the Programme Coordinators
- Produce change stories on a monthly basis on the beneficiaries of the project

Financial Management 10%

- Uphold Restless Development values, finance policies and procedures
- From the approved budget, request community and district running costs for the implementation of program activities and operations
- Supporting logistics for meetings including travel arrangements, accommodation, and coordination of attendees
- Ensure timely requisitioning and accountability of project funds

Other 5%.

- Other duties as required. Occasionally working on weekends and holidays for which time off in lieu can be taken

What we offer you

- Employability skills through Job Description implementation, guidance to setting personal and professional development goals with frequent performance management, exposure to wider organisational processes and training in wider HR policies.

Qualifications

- Degree in relevant field of study (Social Science, Development Studies)

Experience and Skills

- At least two years experience in managing SRHR, Livelihoods and Citizen Engagement projects and/or working with young people
- Excellent IT, written and verbal communication skills
- A good understanding of contemporary development issues particularly those related to youth sexual health, livelihoods and civic participation
- Good knowledge of the wide variety of youth development and support approaches and programs
- Creative and good understanding of youth culture
- Strong personal commitment to the values, aims and methods of Restless Development
- Ability to analyse problems and make sound operational decisions
- Knowledge of relevant national and international strategies and frameworks in the

How to apply: Please send a completed application form to jobszimbabwe@restlessdevelopment.org by the closing date. Please note that we DO NOT accept CVs, resumes and cover letters.

For more information email : maxwellc@restlessdevelopment.org

Closing date: 24 October 2021