

YOUTHCONNEKT AFRICA STAFF HIRING

Country Program Coordination Manager

(Regional Role)

Position Overview

Under the direct supervision of the Executive Director, the Country Program Coordination Manager will coordinate with all member states and facilitate various methods of communication between countries, stakeholders, and management. The roles and responsibilities of the associate are further detailed below.

Duties and Responsibilities

1. Coordination

- Implement processes and system improvements for programs and projects to help build capacity across all countries of operation
- Coordinate and facilitate various logistics operations
- Provide additional support to programs such as report-writing, conducting research, data collection, and analysis, among other tasks
- Maintain an organized, comprehensive, and intuitive record of programs and partners
- Keep an organized schedule in reference to all events, programs, and meetings
- Track timelines and ensure tasks are being completed in a timely manner
- Enforcing organizational and national level guidelines in operational coordination
- Support member countries in various capacities to accelerate the growth of memberships and productivity according to the mission of YouthConnekt Africa
- Additional support of operations as requested by the supervisor

2. Communication

- Maintain and monitor an open line of communication with country representatives
- Facilitate communication with various teams, partners, audiences, and management
- Produce, edit, and present reports to colleagues both internal and external
- Prepare discussion points, such as areas for improvement and goal setting, for meetings
- Engage in and provide administrative support during online meetings, in-person meetings, and conference calls
- Identifying gaps in communication and implementing strategies for improvement

Qualifications

Education

Should have a Master's degree in International Development, Global Affairs, Economics, or an otherwise relevant field of study

Professional Experience

- Experience developing and implementing monitoring and evaluation projects
- Proven experience with report-writing and conducting workshops and/or presentations
- Excellent command with MS Office software, data collection, and data analysis
- Exceptional analytical and critical thinking skills
- Strong written and oral communication in French and English

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Functional Competencies:

- Ability to produce well-written reports
- Ability to conduct analysis of data and large reports
- Ability to organize and complete multiple tasks by establishing priorities;
- Ability to manage data, documents, correspondence, and reports information and workflow.

Submissions are to be made by email to: jobs@youthconnektafrica.org by May 17th, 2022 CAT. Note that no hard copy submissions will be accepted.