

ABOUT THE YOUTHCONNENKT AFRICA HUB

The YouthConnekt Africa (YCA) is an African home-grown solution positioned to provide relevant solutions for the global south and to support the implementation of relevant south-south initiatives to empower youth. The YCA operates as a pan-African platform with the vision of connecting African youth for socio-economic transformation. The platform seeks to empower young people through enhancing their knowledge, experiences and skills while investing in their ideas, innovations and initiatives.

VISION

Connecting African youth for socio-economic transformation.

MISSION

YouthConnekt Africa hub is a Pan-African platform that seeks to empower young people through enhancing their knowledge, experiences and skills while investing in their ideas, innovations and initiatives so that Africa makes progress in harnessing its demographic dividends by 2030.

Established in 2020, following the February 2019 AU Executive Council decision, the YouthConnekt Africa Hub was formally established as an International Organization through the support of UNDP and the Government of Rwanda.

We take a platform approach to solving challenging development issues by bringing the youth together with Heads of State, Policymakers, Business Leaders in the private sector and Development Partners to address the needs of the youth.

OBJECTIVES

- To improve the skills, attitudes, knowledge and motivation of Youth African Innovators to shape a better future of themselves and the continent by expanding access to economic, social and civic opportunities through YouthConnekt initiatives;
- To facilitate the institutionalization of Youth participation, on a regular and legal basis, in political debates, decision making and development processes at national, regional and continental levels for positive and constructive contribution;
- To contribute to the strengthening of capacity building programmes for young leaders in Africa; To coordinate a global network to create a continental ecosystem of African Youth;
- To develop and share knowledge on program and policy design, youth initiatives, fund setting and reporting.

OUR GUIDING PRINCIPLES

- ✿ **Youth in the driver's seat:** mobilization of youth in the conception, design and implementation of programs. Youth are seen as implementers not only as beneficiaries;
- ✿ **Contextualization to country realities.** Country hubs and members are supported to contextualize YouthConnekt initiatives to their current needs and operating environment;
- ✿ **Innovation.** In program design and implementation, in the use of technology and in fundraising;
- ✿ **Implementation.** Efficient, effective and sustainability;
- ✿ **Data driven:** Use of data to inform decision, drive actions and advance thought leadership agenda

HOW WE ARE GETTING THERE

Policies

We bridge the gaps between nations by bringing together government leaders & policy influencers to share knowledge, exchange strategic ideas and implement policies to advance the achievement of goals for youth in alignment with the African Youth charter and the sustainable development goals (SDGs).

Programs

We identify existing programs aligned with the YouthConnekt Africa goals, and facilitate a platform to work together to achieve our common goals. These programs also assist in measuring, monitoring & maintaining successful initiatives aligned with the YouthConnekt objectives.

Partnerships

We seek partnerships with private sector, government institutions, civic society, development partners, and academia to deliver programs, bring other partners on board, innovate & provide solutions for implementation.

EQUALITY STATEMENT

Equality and diversity are at the core of YouthConnekt Africa's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email jobs@youthconnekt africa.org in the first instance.

THE EXECUTIVE ASSISTANT ROLE

The Executive Assistant will be responsible for supporting the Executive Director and the YouthConnekt Africa Hub staff.

She/he will provide clerical and administrative duties, including, analyzing and improving office processes and policies, ensuring that the office operates smoothly, scheduling, writing correspondence, emailing, handling visitors routing callers and email requests; communicating with external partners.

This position requires administrative efficiency, strong communications skills, sound judgement, and strong work ethics.

KEY RESPONSIBILITIES

- Day to day management of the YouthConnekt Africa office
- Strong verbal and written communication skills
- Manage ED's calendar, contact database, travel, drafting, set appointments, daily call list.
- Provide administrative and technical support in preparation of meetings (internal and external) prepare agenda, take minutes and prepare reports
- Maintain a high level of professionalism among staff, leadership and external partners.
- Coordinate both domestic and international travel arrangements of the ED
- Handle information requests and knowledge sharing of best practices
- Prepare Briefings, memos, factsheets, and PowerPoint presentation for ED
- Prepare correspondence, reception of couriers and in and out mailing
- Great interpersonal skills as the first point of contact for visitors
- Ability to set priorities and pay attention to details
- Coordinate travel arrangements; prepare itineraries;

PERSON SPECIFICATION

- **Education:**
Bachelor's degree in Public administration, Public Relations and Communication, Marketing, Administration, Management, Political Science, Business Administration;
- **Experience:**
A minimum of 3 years of experience in similar position or providing administrative support to senior executives; Proven track record of effectively interacting with senior management.
- **Citizenship:**
The position is for only locals

KEY SKILLS AND ATTRIBUTES

- Outstanding verbal communication and strong presentation skills.
- Strong writing skills for clear and concise memos, letters, proposals, and other high level correspondences.
- Demonstrate ability to manage time and work effectively and efficiently;
- Strong project management and event planning experience.
- Advanced web and database research capabilities.
- Advanced Microsoft Office (Word, Excel, PowerPoint) skillset. Experience with Google Docs, and graphic design software highly useful.
- Social media management: Twitter, Facebook, Linked-in, et. al.
- Excellent knowledge of both English and French, the good working knowledge of the other is an added advantage.
- Ability to handle confidential matters with utmost discretion .
- Ability to balance competing priorities, with the to anticipate needs ahead.

HOW TO APPLY

To apply, provide a CV, a two-page cover letter, and certified copies of degrees and relevant professional certificates in a single document. The document should be saved in the following format: Your First Name Your Last Name - Document Name - Date (yymm).

The cover letter should explain why you are interested in this position and how your skills and experience make you the right fit for the role and organization.

Submissions should be addressed to the YouthConnekt Africa Executive Director via **jobs@youthconnektafrica.org**. The Email title should indicate which role you are applying for ie. Executive Assistant

Closing date: **April 21, 2023**