Terms of Reference (ToRs)

Coordinator

JOB TITLE: Coordinator
POSITION: Consultancy
LOCATION: Nairobi/Dar es Saalam

BACKGROUND
In 2019, a group of leaders from the Global South, mutually committed to ending Violence against Children in Schools (VACiS) agreed to form a group that would seek to influence the global agenda on prevention of VAC in and through schools by amplifying global south experiences, learning and priorities. These leaders observed that while there was a growing global momentum for preventing VAC, voices of practitioners from the Global South were missing. The group agreed to make strategic contributions to the global discourse by gathering collective effort, voice and evidence from the global south. The global group operates under three hubs in Africa, Asia and the Americas. The People’s Action for Learning Network oversees coordination of the Africa Hub under the direction of founding leaders, known as the ‘core group’.

POSITION DESCRIPTION
The Coordinator will manage the Africa hub activities, ensure agreed objectives are met and activities are undertaken on time as per the approved work plan. S/he will help identify key actors and critical voices in the field, establish and maintain positive, collaborative and productive relationships, forge working relationships with the other coordinators in Asia and the Americas and bring together hub members for monthly meetings.

RESPONSIBILITIES

PROGRAM SUPPORT (60%)
1. Execute the strategic objectives of the Africa Hub; develop and implement the approved work plan and undertake administrative responsibilities.
2. Offer governance support by organizing leadership meetings, taking of notes and following up on action items.
3. Support in the prevention of violence against children in schools through maintaining healthy partnership relationships; Identify and reach out to national and regional actors with influence and voice to promote VACiS priorities.
4. Support issue and evidence based advocacy campaigns; Coordinate implementation of quarterly open dialogue series taking note of action steps generated in each conversation.
5. Conduct research and analysis on issues of interest to the Core Group.
6. Ensure that narrative and financial progress reports are prepared on time.

COMMUNICATION (40%)
1. Coordinate the development and production of VACiS knowledge and advocacy products-quality materials, publications and reports.
2. Jointly with the Asia and Latin America Hubs and with support from PAL Communications team organize and support tweet chat sessions.

3. Coordinate at least two VACiS regional events to build momentum and amplify the Coalition’s advocacy efforts.

4. Liaise with the PAL Communications team to communicate agreed upon social media content (blogs, tweets, Facebook updates) for continuous public engagement on VACiS.

5. Ensure a minimum of one blog per Quarter on hub project activities or other newsworthy activities and events is written.

Person Specification
Evidence that applications meet the essential criteria will be assessed by the following methods: Application (A), Interview (I), Test (T) and References (R), as indicated below:

Qualification and Experience
• A Bachelors or equivalent degree in education, economics, public policy, international development or any related field. (A)
• 5 years’ experience in the same position or related program management role. (A)
• In-depth knowledge and experience on prevention of violence against children is a MUST. (A)

Skills and Competencies
• Strong attention to detail. (I,T,R)
• Ability to correspond with a diverse and cross-cultural audience. (I,R)
• Clear and precise communication skills (oral and written) in English is essential. (A,I)
• Proficiency in MS Office – Word, PowerPoint, and Excel is essential. (A,I)
• Knowledgeable in convening and hosting virtual events. (A,I)
• Experience in research writing will be an advantage. (I,R)
• Capacity and willingness to strategically plan and prioritize under competing demands. (A,I)
• Commitment to prevention of violence against children(I,R)

Remuneration: Competitive and commensurate with skills and experience.

Application Procedure
Qualified candidates are invited to send a two page CV and a thoughtful one-page statement detailing the most critical and unique qualities, experience or perspectives that you would bring to this position.
Send application to jobs@palnetwork.org by the close of business on 15th March, 2021 at 11.59 pm EAT.
Only complete, on-time applications from candidates that meet qualifications will be considered.
Only shortlisted candidates will be contacted.