



## **YOUTH COORDINATOR/PROJECT MANAGER**

*J-FLAG is seeking to employ a dedicated and multifaceted individual in the capacity of Youth Coordinator/Project Manager with responsibility for the planning, coordination and implementation of its youth empowerment project - Facilitating the Empowerment of LGBT Youth to Participate in Social Justice Advocacy as well as overseeing the mainstreaming of youth in the organisation.*

**Application Deadline:** August 21, 2015  
**Start Date:** September 1, 2015  
**Expected Duration of Assignment:** 1 year with possibility for renewal.

### **Background**

J-FLAG is the foremost organisation advocating for the rights of lesbian, gay, bisexual and transgender (LGBT) persons by promoting social change, empower the LGBT community, and build tolerance for and acceptance of LGBT people.

Since 2012, the organisation has been operating under four broad objectives:

1. Increase public tolerance and understanding of LGBT peoples from 17%
2. Transform J-FLAG into an effective umbrella group to improve service to the LGBT community
3. Create the foundation for legal reform
4. Increase organisational sustainability

These objectives were determined through a variety of methods, including consultations for the Strategic Plan 2012-2017, to determine the needs and priorities of the LGBT community.

The Youth Coordinator/Project Manager will have primary responsibility for the planning, coordination and implementation of J-FLAG's youth empowerment project - Facilitating the Empowerment of LGBT Youth to Participate in Social Justice Advocacy - which uses a multifaceted approach, inclusive of experiential learning, case studies, simulation, field visits and cooperative learning to give LGBT youth a voice and enable their meaningful participation in public policy and social justice advocacy at the community and national levels. The Coordinator/Manager will also oversee the mainstreaming of young people in the policies, programmes and activities.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

The Project Manager performs a wide range of duties including some or all of the following:

*Plan the Project*

- Finalize and modify, where necessary, the scope of the project in collaboration with management and partners
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Determine the resources (time, money, equipment, etc) and partners/stakeholders required to complete the project
- Review the project schedule with senior management and all other staff that will be affected by the project activities on a quarterly basis; revise the schedule as required

*Execute the project according to the project plan*

- Develop forms and records to document project activities
- Set up files to ensure that all project information is appropriately documented and secured; where necessary ensure that information about all beneficiaries are kept confidential
- In collaboration with the M & E Specialist, monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including donors, partners and appropriate staff in the organization on the progress of the project
- Review the quality of the work completed on a regular basis to ensure that it meets the project standards

*Control the project*

- Write reports on the project for management
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements
- Ensure that the project deliverables are on time, within budget and at the required level of quality

**COMPETENCIES**

**CORPORATE COMPETENCIES:**

- Demonstrate integrity and commitment to ethical standards;
- Promote the vision, mission, and strategic goals of J-FLAG;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treat all people fairly and with respect.

**FUNCTIONAL COMPETENCIES:**

Knowledge Management and Learning

- Promote knowledge management in J-FLAG and a learning environment in the office through leadership and personal example;
- Actively work towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

#### Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation and monitoring of management projects.
- Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

#### Management and Leadership

- Build strong relationships with partners and clients, focuses on impact and result for the client and respond positively to feedback;
- Consistently approach work with energy and a positive, constructive attitude;
- Demonstrate openness to change and ability to manage complexities;
- Lead teams effectively and shows mentoring as well as conflict resolution skills;
- Demonstrate strong oral and written communication skills;
- Remain calm, in control and good humored even under pressure;
- Ability to work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Positively influence others to achieve results that are in the best interest of the organization.
- Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

#### **REQUIRED SKILLS AND EXPERIENCE**

##### Education:

- Bachelors Degree in Social Development, Youth Development or related Social Sciences field

##### **EXPERIENCE**

- Two to three years project planning and management related experience in the field of human rights, gender, youth empowerment, development or public health,
- Proficiency in the use of computers for: Word processing, Simple accounting, Database management, Spreadsheets

**J-FLAG is committed to achieving diversity in its workforce in terms of gender, sexual orientation, and age. Lesbians, bisexual and transgender persons are strongly encouraged to apply. Priority will be given to qualified young people below 29 years. All applications will be treated with the strictest confidence.**

**ALL APPLICATIONS MUST BE SUBMITTED BY JOBSATTHEFORUM@GMAIL.COM BY 3PM ON AUGUST 21, 2015.**