

Regional Network of the Children and Young People Trust, (RNCYPT) is a youth led organisation whose mission is to inspire children and young people to have a voice, space and capacity to meaningfully and effectively participate in policy and governance processes at national and regional level. We believe in child and youth led advocacy in developmental processes and work with community based Child and Youth Led Groups. We are a member of the African Movement of Working Children and Youths, Girls Not Brides and Global Partnership to end violence against children.

RNCYPT is therefore seeking competent candidates to fill the *voluntary posts* that have arisen within the organization.

### **Programmes Manager x1**

**Deadline: 30 December 2018**

### **Key Responsibilities and Accountabilities**

#### **Relationships**

##### **External:**

- Representation in coordination meetings and external relationships, liaise with donors and media when required and work in close relationship with partners and local actors.
- Impact and influence with point departure in the programme areas and/or external public.
- Involve in influencing work and take part in public campaigns based on agreed plan of action and objectives.

##### **Internal**

- Impact and influence within their own team and in other parts of their program area
- Working closely with and providing strategic guidance to colleagues in the organisation and demonstrable knowledge and skills about policy development issues, child sensitive budgeting, local and national governance processes, child and youth participation, child rights and responsibilities, advocacy and lobbying, girls and young women empowerment, sexual and reproductive health and rights is essential. The post-holder will have strong cross organizational relationships with various work groups within the organisation.

#### **Decision making**

- The post holder will be expected to pursue manage and oversee the implementation of currently funded projects while also actively pursuing fundraising opportunities.
- Leads on recruitment and management of staff in his/her team. Makes day-to-day decisions to guide the implementation and smooth running of the programmes department. Ensure development of annual plans, yearly budgets and closely follow up on spending.
- Management tasks and problems are diverse and complex, and involve a significant degree of risk management.

#### **Analytical skills**

- Expected to produce, assimilate, analyse and use programme information from varied and diverse sources to provide in-depth analysis for the programmes department and work with initiative and innovation, using analytical skills and own judgement to recommend high level child-led advocacy in key child rights issues and funding decisions in consultation with a wide range of the whole team and partner organisations.

### **Developing self and others**

- The post holder is expected to work independently with limited supervision, providing leadership and influencing strategies within the programmes department and ensuring the upholding of child safeguarding principles and RNCYPT's code of conduct and partnership principles. Being able to effectively manage from a distance as well as to influence decisions of colleagues at a range of seniority levels is important. S/he works with his/her team to achieve shared goals, tackle challenges and celebrate successes as a team. Capacity building of staff is of paramount importance.

### **Technical Skills, Experience & Knowledge**

#### **Essential**

- Minimum of a Degree in Social Sciences (Social Work / Psychology / Sociology / Gender Studies/ Development Studies). A relevant Master's Degree will be desirable.
- At least 4 years professional experience working in the NGO sector at community level;
- Should be able to work with minimal supervision;
- Should be computer literate (Microsoft Word and Excel; Internet);
- Willingness to travel and work in rural environments;
- Excellent reporting skills with good oral and written communication skills.
- Must be well-groomed, have confidence and experience in external representation.
- Proven programme and project management skills including planning, monitoring, evaluation, budgeting, proposal development and report preparation.
- Experience of using accountability practices and standards through the project life cycle.
- Experience from working in partnership with CSOs and community groups
- Strong skills and experience in capacity-building of staff and partners, including coaching and on-the-job training

#### **To apply**

Interested candidates who meet the above specifications should apply via email to [recruitment@rncypt.org](mailto:recruitment@rncypt.org) **on or before 30 December 2018**; clearly indicating the position being applied for on the subject line of the email. The application must include an application letter and a current CV with full contact details of at least three (3) contactable referees. Please, note that applications received outside the stated channel and deadline will be disqualified. Applications will be considered as they are received. Only shortlisted candidates will be contacted for interviews.

*RNCYPT is committed to safeguarding of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.*

**\*\*Female candidates are encouraged to apply.**

**\*\* Young People aged between 20-26 years are strongly encouraged to apply.**

**Programmes Assistant x2**  
**Deadline: 30 December 2018**

**Duties and Responsibilities**

- Undertake research and/or document or communication drafting tasks as requested;
- Attend meetings and prepare minutes or meeting summaries;
- Assist in the drafting of concept notes, proposals, or other project design.
- Pro-actively contribute to day-to-day project implementation and ensure conformity to expected results and project work-plans;
- Make pertinent logistical arrangements for the prompt and effective implementation of activities;
- Maintain files and records;
- Arrange external and internal meetings.
- Prepare reports as scheduled and special reports as required for budget preparations and audit;

\*\*Other duties as maybe assigned

**The ideal candidate should have**

A Degree in Social Sciences (Social Work / Psychology / Sociology / Gender Studies/ Development Studies.

**Experience:** Should have at least 1-year volunteer experience in the NGO sector and a strong understanding of child rights issues in Zimbabwe.

**Required Skills**

- Fluent written and spoken English are required;
- Personal initiative; ability to work both independently and in a team, with ability to set priorities, and to work to tight deadlines;
- Commitment, determination, reliability and a high degree of personal integrity and discretion;
- Ability to analyse and process complex information; ability to clearly and concisely convey information;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Good report writing and verbal communication skills,
- Honest and hardworking.

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Applications which do not meet minimum requirements will be automatically rejected.

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