



Program Coordinator: Job Opening

Education unions take action to stop SRGBV

The UN Girls Education Initiative (UNGEI), Education International (EI) and Gender at Work (G@W) are collaborating on a three-year multi-country initiative in Africa to end school-related gender-based violence (SRGBV).

This collaborative initiative is designed to enhance the capacities of education unions and their members to engage in the fight against school-related gender-based violence by systematically testing, replicating and disseminating innovative approaches at multiple levels within their respective contexts. UNICEF, through the UN Girls Education Initiative, and the targeted members of EI, will create frameworks to sustain the engagement by education unions in parts of sub-Saharan Africa. This will contribute to a larger goal and continue beyond the life of the project, which is to use the findings of this pilot to engage other regions to enhance the safety and security of male and female children, youth and teachers in educational settings around the world.

We are looking for a flexible, organised multi-tasker to coordinate the many pieces of this initiative. This position will be based in one of the countries of implementation. You will report directly to the Director of Operations, G@W, and be accountable to the collaborative committee guiding this process for UNGEI, EI and G@W.

Primary responsibilities:

- Assist in the development of short and long term plans for multi-country (Ethiopia, Uganda, Kenya, Zambia, South Africa) programs, monitor progress, and evaluate performance.
- Assist in measuring performance objectives and assist in implementing and monitoring programming.
- Develop yearly operational plan according to program needs and capacity.
- Coordinate, plan and organise logistics for multiple workshops in five countries - Ethiopia, Uganda, Kenya, Zambia, South Africa.
- Act as key point of contact for various program participants and program-related staff. Maintain open lines of communications between facilitators, unions, multiple program partners, and donors.
- Assist in the management of fiscal operations including budget development, modifications. Track expenditures. Continually monitor the program's financial health and make recommendations.

Statement of skills, knowledge and abilities:

- Commitment to social justice and feminist principles.
- University degree in a directly related discipline such as gender studies, international development, political science, communications, adult education, or an equivalent combination of education and experience.
- Three to five years' experience in developing and managing budgets, coordinating multiple personnel and programs.
- Experience with results-based management.
- Excellent verbal and written communication skills, particularly an ability to communicate complex issues in plain language.
- Highly developed interpersonal skills.
- Proven success collaborating with multiple stakeholders in program planning and delivery.
- Commitment to collective work, ability to work in a team and independently.
- Commitment to diversity and anti-oppression values.
- Creative, strategic and analytical thinker with the ability to manage multiple projects.
- Financial management, administrative, and organisational skills, including the ability to juggle a diversity of tasks and themes within shifting timeframes.
- Highly organised and able to work well with others.
- Knowledge of Microsoft Office and Windows-based computer application and database management.
- Flexible; possessing the ability to wear different "hats" on short notice.
- Very strong written and oral communication skills in English.

This position is dependent on confirmation and approval of funding. Ideally, you will be based in Ethiopia, Kenya, South Africa, Zambia or Uganda, but location is flexible. If interested, please send your CV and statement of interest to Tania Principe, tprincipe@genderatwork.org by January 15th, 2016. Interviews will be conducted mid-January for a start date of early February 2016.