

Title:	Employment Promotion Officer
Sector:	Education
Location:	Galkayo South
Duration:	6 months (2 months probation)
Closing Date:	12/06/2013
Start of Contract:	01/07/2013

Job Purpose

The Employment Promotion Officer will take responsibility for planning and timely implementation of employment promotion activities for the youth trainees and provide guidance and advice to empower target beneficiaries, the EBTVET Centres and the private/public sectors to enable them to improve the employment outcomes for the youth. The Officer will establish linkages between the primary and secondary education components and the skills training components. The Officer will also assist the Education Supervisor with community mobilization, data collection, monitoring and other implementation activities for the education program, as needed.

Key Responsibilities

Project Planning and Implementation

- Participate in the process of mobilizing and sensitizing the communities targeted
- Prepare project employment promotion activity action plan in consultation with Education Supervisor and stakeholders
- Initiate and provide technical support to the TVET Unit of the Ministry of Education as well as the Ministry of Labour in implementation of EPS activities
- Follow up capacity building activities and provide on-job training to the unit head on issues related to employment promotion/creation such as data collection and analysis, participatory assessment methodologies, project cycle management, gender and micro-enterprise development
- In close collaboration with the Education Supervisor, support the trainees, EPS Unit Head, TVET Centres and other partners to develop employment promotion/creation strategies and demonstrate its impact and effectiveness in line with planned objectives
- Support the TVET Centres and other partners to integrate and disseminate cross-cutting issues into the youth employment promotion action plan
- Promote and ensure access and inclusion of trainees with special needs and those from minorities to Employment promotion/creation services through targeted measures
- Ensure integration of Youth Employment Network principles of “Decent Work for Young People” into TVET and EPS activities by supporting and encouraging private sector partnership for youth employment
- Strengthen and enhance linkages and integration of employment promotion program with other consortium members and thus contributing to collaborative work
- Link up the TVET trainees with local employers such as private enterprises, government institutions and/or community organizations
- Prepare, maintain and regularly update database of the TVET trainees, potential employers, and provide services that match employers and apprentices in line with the project objective

- Establish linkages with the primary and secondary education components of the project with the skills training components
- Assist the Education Supervisor in community mobilization and other education activities as required
- Make sure quality and appropriate documentation is produced, collected and shared timely in collaboration with the Education Supervisor and Education Program Coordinator
- Ensure accountability (to learners, teachers, parents and other beneficiaries, to CISP, to the Directorate of Education, to donors, etc, for all education activities

Project Monitoring and Reporting

- Support the Education Supervisor in preparing and compiling monthly, quarterly and annual program plans, and reports in accordance with guidelines
- Support the Education Supervisor in monitoring project progress as per the project plan
- Work closely with the Education Supervisor and Coordinator in planning monitoring, reviewing, collating and disseminating programme achievement and learning
- Assist the Education Supervisor in the collection of data, involvement of the beneficiaries, assessments, monitoring and accountability actions
- Assist with project review meetings with communities and education facilities
- Document constraints, challenges, gaps and needs as well as best practice and lessons learnt and ensure that they are reported
- Identify operational/technical and management problems arising during the implementation of the project activities by CISP and its implementing partners and report to the responsible line manager in the organisation to ensure timely action is taken

Advocacy, Communication and Coordination

- Engage in advocacy & representation with other actors concerning youth employment activities and other related issues at regional and community levels
- Advocate for, and encourage entrepreneurship among the TVET trainees, especially through the setting up and development of new, small and innovative enterprises
- Assess and identify employment promotion needs/areas guided by Local Economic Development (LED) study findings
- Organise, systematically document and update the LED information, employment opportunities and other relevant information – establishment of data/information bank. This would require networking with other organisations doing studies on employment and job creation and synthesis the information
- Make information on LED, employment opportunities and labour market demand accessible to all those who seek the information in general and the trainees in particular
- Provide support, guidance and advise on possible employment opportunities including self-employment options to TVET training completers
- Network with private sectors and institutions including chamber of Commerce, municipalities, factories, workshops, governmental offices, etc. in terms of linking the demands of institutions and TVET centers and thereby serve as a bridge for effective centre for promoting employment opportunities

- Organise meetings, symposia, etc. to engage potential employers including private sectors and governmental undertakings on a regular basis in view of improving the effectiveness of TVET activities in meeting the local labour market demands
- Take part in studies such as the LED, LLM and tracer study and systematically utilise the findings to improve the employment promotion activities
- Document best practice and lessons learnt from the implementation of the employment promotion project activities by CISP and ensure that they are reported to the Lead Agency
- Perform other duties as instructed by his/her immediate supervisor

Duty Station: Galkayo South

Line of Command: The Employment Officer will report to the Education Program Coordinator. He/she will work in close collaboration with the Project Officers/Education Supervisor; the Nairobi Sector coordinator will constantly be put in copy and kept informed.

REQUIRED QUALIFICATION AND COMPETENCIES:

- Degree or relevant qualification in education, management, economics, marketing or relevant field of study;
- Conceptual understanding and practical experience of linking TVET with employment opportunities and livelihood development;
- Experience in business administration or entrepreneurship training;
- Excellent computer skills, including word, excel and databases;
- Capacity to facilitate trainings;
- Strong leadership and management skills;
- Ability to multi-task and work under pressure;
- Demonstrate passion and commitment for changing people's lives;
- Must be creative, innovative and inquisitive;
- Must demonstrate good interpersonal skills;
- Familiarity with Humanitarian Principles.
- Knowledge and experience of project cycle management including stakeholder participation in project appraisal, monitoring and review
- Interest and readiness to travel;
- Knowledge of the project area.

HOW TO APPLY

Send motivation letter and CV with at least 3 references (all in one document) to the following email addresses:

connor@cisp-nairobi.org and hibaq@cisp-nairobi.org

Please note that only short-listed candidates will be contacted.