

JOB DESCRIPTION
YOUTH DEVELOPMENT OFFICER II

ROLE:

The incumbent will assist with the design, development and implementation of youth programmes.

MAIN RESPONSIBILITIES:

- Assist with the development; co-ordination and monitoring of youth development work in assigned administrative district
- Supervision of subordinate technical employees
- Liaise with youth-led and youth-serving organizations as well as other youth stakeholders to promote the youth agenda as guided by the National Youth Policy
- Administration of the Youth Affairs Division's programme
- Promote youth development through youth mainstreaming
- Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the Division.

The employee exercises a considerable degree of initiative and independent judgement within the framework of the policies established by the Youth Affairs Division and his work is reviewed by a superior for results achieved through visits, reports and discussions.

DESCRIPTION OF WORK:

- Co-ordinate, monitor and report on youth development activities in assigned administrative district
- Prepare statistical reports on various aspects of youth development work in assigned administrative district
- Conduct meetings to plan and review the work of subordinates; provide coaching and advise and assess work of staff to ensure conformity with departmental policies and procedures
- Organise and co-ordinate institutional strengthening and capacity building training programmes for youth-led and youth –serving organizations

- Promote and encourage networking, collaboration and partnership amongst youth stakeholders
- Encourage evidence based approach to programme development
- Prepare proposals and project document for youth intervention projects and programmes
- Provide guidance on the preparation of annual work programmes for designated administrative district
- Interview and assess applicants for the Youth Development and Apprenticeship Programme as well as the Youth Facilities' Programmes or any other programme endorsed by the Ministry
- Provide technical support and advice for the establishment and maintenances of youth platforms that promote youth voice and participation
- Develop broad community plans and strategies that address the recreational, social and emotional needs of youth
- Highlight relevant issues re-needs of young people

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of youth development practice, methods and techniques
- Good inter-personal skills and ability to work effectively in a team
- Good listening skills and the ability to express ideas clearly, concisely and effectively; written orally
- Ability to problem solve and initiate actions in difficult circumstances in a timely manner
- Ability to interact effectively with and inspire confidence and pride in youth
- Ability to effectively plan, execute and evaluate youth programmes and projects

MINIMUM TRAINING AND EXPERIENCE:

Considerable (4 to 8 years) experience in youth community work. Passes in five subjects, two of which must be English Language and Mathematics and a Bachelor's Degree in Youth Work, Social Work or a Behavioural Science from a recognised tertiary institution.