

Job Description

Title:	WORTH Project Officer
Reports to:	District Coordinator
Locations:	Field-based, with occasional travel to the National Office
Work Schedule:	Monday through Friday 8:00 a.m. to 4: 00 p.m., though hours may also include early mornings, evenings and weekends.

Overview:

The WORTH Project Officer plays a pivotal role in planning for all aspects of project implementation, and organizing and delivering training programs that address a wide variety of issues, from community bank mechanics to MIS survey protocols; and delivering the specific training, coordination and execution of activities, and overall backstopping and troubleshooting that the Project Officers need. Proficiency in dealing with mathematics and bookkeeping systems is essential, as is familiarity with the way Lesotho women think and work at the grassroots, whether in rural or urban settings. The position of Project Officer requires a high degree of integrity, professionalism, flexibility and perseverance, as well as the ability to anticipate, identify and resolve problems in the field.

The Project Officer must develop a close working relationship with the District Coordinators, and the Empowerment workers who report to her. She needs to be a committed listener who is not only eager to know just what is happening in all aspects of WORTH, but is able to give constructive feedback and support to those she supervises. The Project Officer is responsible for:

- Advising in the modification of *Road to Wealth* and *Selling made Simple* materials, to ensure their overall relevance to WORTH's groups, in language and content; and ensuring that the materials development work is completed on time and in a professional manner.
- Ensuring that books and materials used in the field, by either staff or groups, are delivered on time to meet program deadlines and in a manner that maintains internal controls on inventory.
- Providing substantial input to the design of WORTH orientation and implementation training and training-of-trainers packages, including but not limited to training workshops for Management Committee, bi-monthly workshops run by Empowerment Workers.
- Training the Empowerment Workers to use these training materials so that they can conduct training for the groups in order to maximize their impact on the activities and behavior of women and their groups.
- Overseeing the training carried out by the Empowerment workers, sometimes serving as a co-trainer, to ensure that they are consistently delivering project training effectively, and conveying information and new ideas accurately and in a participatory manner that is appropriate for adolescent and young people. The development and maintenance of a smooth relationship between the Coordinators, Empowerment Workers and local partners with whom, each works.
- Regularly visiting groups to provide appreciative support and mentoring.

- Identifying emerging areas of challenge and participating in the modification of program materials to meet those needs.
- Overseeing and supporting the Empowerment Workers in carrying out their monitoring and evaluation responsibilities, especially as they relate to the 'community bank health check.'
- Ensuring that all WORTH program reporting, including reporting about the MIS, is completed on time and in a responsible manner.
- Ensuring that program information is accurately and promptly communicated from and to the field; and
- Ensuring that a spirit of motivated teamwork and open communication is maintained throughout the project sites.

Minimum Requirements:

- Bachelor's degree or higher, preferably in one of the Social Sciences; gender studies an advantage.
- Strong mathematics skills and facility with numbers and number systems, including bookkeeping.
- At least three years' experience in a field position with an organization providing literacy, micro-finance, micro-enterprise, training, or other development services to women.
- Excellent written and oral communication skills in Sesotho and English, including report writing.
- Excellent training skills in working with young people, particularly at the community level; experience in an appreciative approach is a plus.
- Ability and willing to work flexible hours as needed and without constant or close supervision.
- Demonstrated leadership and team-building skills.

Duties and Responsibilities:

The WORTH Project Officer:

- Ensures that all components of WORTH are implemented effectively and according to the program's design - which may be revised on a rolling basis in light of field experience - so that WORTH achieves its goals and objectives on time and meets all requirements.
- Manages all aspects of support to the Empowerment Workers to ensure that they can fulfill their obligations to the groups they serve in a timely and transparent manner.
- Ensures that program materials are distributed as required by the program and that accurate distribution records are kept for all books and/or other printed materials.
- Participates effectively in the delivery of all training of trainer's workshops, including Management Committee training, and in other workshops, including mobile workshops.

- Prepares and submits accurate progress reports for all program activities, including training activities, and submits them according to established deadlines.
- Plans, organizes and delivers training for the monitoring and evaluation of WORTH activities, including the gathering of any required baseline and impact information, Management Information System data, and success stories on the progress of the young people and groups, and prepares and submits accurate reports related to monitoring and evaluation.
- Provides team support to the EWs to help them carry out their duties effectively.
- Represents WORTH in a way that ensures successful collaboration and coordination with other WORTH stakeholders, and presents a positive image of the program in the development community.
- Undertakes other related tasks and responsibilities, as needed, to ensure the smooth operation of the program.

HOW TO APPLY:

Please hand deliver a current CV along with a cover letter that addresses how you meet the necessary qualifications and outlines why you want to work for Skillshare Lesotho,

Address the Applications to the;

Executive Director

Skillshare Lesotho

42b Old Europa

UN Road, Opposite Maseru Golf Club

Applications are hand delivered at Skillshare Lesotho. It's situated opposite Maseru, Golf Course, 42b Old Europa, UN Road.

Deadline for applications: 17th August 2018 at 4:00PM.

Only shortlisted applicants will be contacted.