



## **Job Description – District Manager.**

### **VACANCY ANNOUNCEMENT**

**Job Description:** District Manager - Quthing.

**Location:** Skillshare Lesotho.

**Career Level:** Mid-Level (2-3 years' experience).

**Employment Type:** Contract.

**Deadline for application:** 25<sup>th</sup> October 2019.

#### **Job Purpose.**

To Coordinate all Skillshare Lesotho all District based activities in Quthing.

#### **Main Duties and Responsibilities.**

- Monitor and maintain project plans, schedules, implementation and reporting at the district level for the SKL Lesotho.
- Administer and organise all Skillshare Lesotho project activities in compliance with the Pact project requirements, and in line with its expected key performance indicators.
- Ensure that project budgets at the district are well managed and proper processed are followed when seeking services and compiling source documents.
- Monitor the project progress at the district level for informed feedback into the programs expected outcomes and impact as well as for future strategic planning for improvement and sustainability of the programs implemented
- Identify and Liaise with new and existing partnerships for Skillshare Lesotho at the district level to strengthen collaboration of efforts and sharing of experiences and lessons learnt towards the support of AGYW prevention initiatives and enhances access to health services.
- Act as the main point of contact and Representation of Skillshare Lesotho at the district level in matters pertaining to the image and activities.
- To provide continuous support and supervision to all volunteers at the district level in the executions of their roles and responsibilities throughout the project, promoting and encouraging appropriate behaviour and ensuring project management and accountability standards and procedures are met and understood.

- Track and analyse project performance at the district level, with emphasis on quality meeting key target, expenditures and report about any possible and/or current challenges and risks and provide solutions where possible.
- Create and maintain comprehensive project documentation –documenting and following up on important actions and decisions from project reflection meetings.
- Ensure that project deadlines are met at the district level.
- To manage the capturing of learning from the programme from all beneficiaries and stakeholders and outcomes recorded in accordance with overall purpose and objectives of the Pact project within the district based in.
- To undertake any other duties as may be required from time to time which are commensurate with the grading of the post SKL Lesotho.
- Any other tasks as may be assigned by Supervisors from time to time.

**Academic Qualifications.**

- Minimum Bachelor's degree in Education, Development Studies, and related fields.
- At least 3 years of experience in project management in related fields.

**Expertise and Skills.**

- Solid organizational skills with attention to details and multitasking skills.
- Experience with project management practices and tools to create, manage and track project performance, cost and verify scope.
- Experience creating work breakdown structures (WBS)- translate requirements into tasks
- Competency in MS Tools and applications (Word, excel and PowerPoint).
- Proven experience of managing volunteers and working with health related matters.
  - Exceptional verbal, written and presentation skills.
  - Strong analytic and problem solving skills.
  - Ability to work with large and diverse teams of young people
  - Ability to work effectively under pressure both independently and as part of a team
  - Ability to work in a multi-ethnic and multi-cultural setting.

**HOW TO APPLY:**



Please hand deliver your application to;

**Address the Applications to the;**

Skillshare Lesotho Maseru Offices found at  
42b Old Europa  
UN Road, Opposite the Main gate of Maseru Golf Club.

**Address the applications to;**

Executive Director  
Skillshare Lesotho  
PO.BOX 269 Maseru

**Deadline for applications: 25<sup>th</sup> October 2019 at 12:00PM.**

Please Note that only hand delivered applications shall be accepted.