



### Terms of Reference

<b>Organisation</b>	Skillshare Lesotho
<b>Job Title</b>	Project Manager
<b>Contract</b>	12 Months Fixed Term Contract
<b>Reports to</b>	Executive Director
<b>Job Purpose:</b>	The Project Manager will ensure day to day management, implementation and reporting on project activities. The Project targets young people with the aim of preventing HIV infections among them but also mitigating HIV impact among young people.
<b>Main Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To lead/ coordinate the planning, implementation and reporting on the assigned project.</li> <li>• Provide technical support to project teams through mentoring, coaching, site visits and support supervision</li> <li>• Ensure compliance to the donor requirements by the project team members.</li> <li>• Coordinate with project stakeholders, prepare project plans, records, and progress reports.</li> <li>• Prepare weekly and Monthly plans and submit Monthly report.</li> <li>• Ensure that project activities are implemented on time as per the project work plans.</li> <li>• Ensure that activity budgets are spent and liquidated on time as per Skillshare finance policies.</li> <li>• Act as the technical advisor to the Executive Director on all technical matters pertaining to the project.</li> <li>• Attend all meetings as assigned by the Executive Director.</li> <li>• Ensuring that assigned projects achieve their targets, objectives and performance indicators</li> <li>• To provide continuous support, mentoring and supervision to project staff directly reporting to the Project Manager.</li> <li>• Ensure program quality by initiating and implementing program quality improvement activities.</li> <li>• Support resource mobilisation initiatives at Skillshare Lesotho.</li> <li>• Conduct periodic performance appraisals on all staff under the project Manager Supervision.</li> <li>• Ensure documentation and sharing of project learnings and impact.</li> <li>• Assume any other responsibilities as assigned by your line Manager</li> </ul>

## PERSON SPECIFICATION

### Essential:

1. An understanding of developmental issues particularly on young people.
2. Formal Qualifications in any of the following areas: Health, environment, economic empowerment, food security, HIV and AIDS.
3. Minimum Qualification- Degree Social Sciences, Development Studies, Environment and Culture, Business Administration, Economics.
4. Experience of working with young people and key populations
5. At least 10 years of working experience in reputable organisations.
6. Experience in project development and proposal writing skills.
7. Experience in report writing particularly donor reports, organisational quarterly and Annual Reports.
8. Experience in fundraising locally, regionally and internationally.
9. Good communication, interpersonal and counselling skills.
10. Demonstrable skills in the use of different computers packages and programs.
11. Knowledge and belief in the purpose and values of Skillshare Lesotho and willingness to abide by Skillshare policies and strategic direction.
12. Sufficient knowledge on Governance and management systems of organisations particularly NGOs.
13. A valid driving licence code 8.

### Desirable:

1. Training skills.
2. High level of moderation and disputes resolution skills
3. Experience of working with people from different cultural backgrounds.
4. Demonstrable skills in collaboration with other departments within Skillshare and partners.
5. Demonstrable skills in working well with other colleagues and partners.
6. Experience of working with volunteers preferably in HIV related programs.

	<ol style="list-style-type: none"> <li>7. Demonstrable capacity to work well with the rest of the team members particularly in a multi-cultural and nationality setting.</li> <li>8. High level of Interpersonal Skills.</li> <li>9. Ability to deliver results with minimum supervision.</li> <li>10. Ability to deliver result in a very demanding environment.</li> <li>11. Demonstrable skills or experience in carrying out Research and evaluating project performance.</li> <li>12. Ability to prepare and implement project expenditure plans in accordance with project budgets.</li> </ol>
<b>Submission:</b>	<p>All applicants must Submit:</p> <ol style="list-style-type: none"> <li>1. Application letter</li> <li>2. CV</li> <li>3. 2 Reference letters from most recent former employers</li> <li>4. Certified copies of Certificates of academic Qualifications</li> <li>5. Applications should be addressed to the; Executive Director – Skillshare Lesotho</li> <li>6. Applications should be hand delivered at:</li> </ol> <p style="margin-left: 40px;">Skillshare Lesotho 42B Old Europa United Nationals Road Opposite Maseru Golf Main Gate P.O Box 269</p> <p>Please download the Terms of Reference at <a href="https://skillshare.org.ls/vacancies/">https://skillshare.org.ls/vacancies/</a></p>
<b>Deadline:</b>	<p>Submit your applications on or before 5th June 2020 at 12:00pm.</p> <p><b>Only shortlisted applicants will be Contacted for Interviews.</b></p>