

TERMS OF REFERENCE

Regional Youth Program OFFICERS (3)

Employment and livelihood development officer (1)

Introduction

The National Youth Council (NYC), in partnership with the Youth Empowerment Project (YEP), is looking to recruit three (3) Regional Youth Program Officers, to be based in Lower River Region, Central River Region, North Bank Region, and one (1) Employment and Livelihood Development Officer to be based at NYC Headquarters. The Regional Youth Representatives will work with the regional youth committees, youth and sports coordinators, other stakeholders and shall act as the focal point for dissemination of information related to the YEP. They will coordinate sensitisation and information sharing campaigns, facilitate the registration of youth in activities and gather trainees’ concerns.

Background – National Youth Council (NYC)

The Gambia National Youth Council is the parent body of all youth organisations in the Gambia. The agency was established by an Act of Parliament in 2000 to coordinate and supervise all youth programmes and function in the Gambia. The council is further mandated to advice government on youth matters through the Ministry of Youth and Sports; plan and implement national youth programmes and remobilised resources for youth development; ensure youth empowerment and participation in policy and programme formulations; and represent the interest of youth at all levels.

The council has its decentralised structures in all the 7 regions and 48 districts of the Gambia and has registered over 115 national and local youth organisations. Youth development services from the council are usually delivered through this decentralised structures and member organisations of the council.

Background – Youth Empowerment Project (YEP)

The Youth Empowerment Project (YEP), a four-year project launched in February 2017 aims to support the economic development of The Gambia and improve the livelihoods of its people. Specifically, the YEP will enhance the employability and self-employment opportunities for youth, with a focus on vocational training and the creation of micro and small-sized enterprises and creating and improving employment opportunities in selected sectors through value addition and internationalization.

The project is implemented by the International Trade Centre (ITC) as the lead implementing agency and under the leadership of the Ministry of Trade, Industry, Regional Integration & Employment (MOTIE) and the Ministry of Youth and Sports. The project is funded by the European Union Emergency Trust Fund for Africa.

The role of the Regional Youth Program Officers (3) and the Employment and Livelihood Development Officer (1)

The Regional Youth Program Officers and the Employment and Livelihood Development Officer will work under the overall supervision of the Executive Director or his designate and directly reporting to the Programme Manager of the NYC, and in close collaboration with the YEP Team in Banjul. The duties to be performed include:

* Conduct awareness raising on NYC and YEP’s opportunities for the youth, as well as other relevant programmes
* Plan, coordinate and conduct NYC / YEP programmes including sensitisation campaigns through local events and local media channels, e.g. national and community radios
* Sensitize youth, especially returning migrants, in local events and collect information from youth interested in participating at information sharing sessions and/or receiving more information about YEP and other NYC livelihood development programmes
* Hold information sessions to disseminate information on what is the YEP and its available opportunities for the youth
* Hold weekly office hours to facilitate the registration of youth and youth groups from the region / districts in YEP activities, as well as provide counselling to the youth on available opportunities and how to apply for them
* Proactively look for potential trainees and work on their recruitment
* Visit YEP training sites in the regions to gather youth needs and concerns for further development of programmes
* Work with partners operating in the region on youth matters
* Gather local youth needs and concerns and report them back to NYC and YEP staff
* Collaborate with local youth associations for information sharing and sensitisation and other local actors to build synergies and avoid duplication of efforts
* Maintain database and records of youth, youth organisations & services delivered to youth by NYC/YEP
* Regularly prepare and send provide periodic updates and reports to NYC and YEP
* Conduct monitoring and evaluation of NYC/YEP youth programmes
* The Employment and Livelihood Development Officer, specifically, will also be responsible for coordination with the Programme Manager for delivery of content
* Any other duty assigned by the Executive Director of the NYC

Skills and Experience

* Ability to read and write
* Good communication skills including ability to use social media platforms (Facebook, Twitter, Whatsapp preferred), run radio programmes and community meetings
* Good interpersonal relations skills
* Ability to use computer and internet
* Experience working with youth for at least 3 years
* Good leadership skills
* Good knowledge of the communities and their cultures
* Community mobilization skills
* Report writing skills
* Proven knowledge of business development and entrepreneurship is an asset
* Understanding of national youth policy and other government policies will be an added advantage

Education

**For Regional Youth Programme Officers:** Bachelor’s degree in Development Studies or related fields with minimum 2 years relevant work experience.

**For Employment and Livelihood Development Officer:** Bachelor’s degree in Economics, Management or related fields with minimum 2 years relevant work experience

or

Advanced diploma in Development Studies or related fields with 4 years of relevant work experience.

*Note: An extensive experience may be considered in lieu of a university degree.*

Language

Required fluency in English and one Gambian local language. Knowledge of other Gambian local languages is an asset.

Duration

1 year and renewable based on performance. 5 months’ probation period.

How to apply

Applications will be accepted in both hard copy and electronic version.

Please send your CV, cover letter and relevant documents to:

nycgambia@gmail.com

or

National Youth Council

Behind Family Planning Office

West Fireld

Kanifing

or

Submit your applications at the various Regional Youth Offices

C/o Governors offices in LRR, CRR and NBR