

VACANCY ANNOUNCEMENT

FAMILY STRENGTHENING PROGRAMME COORDINATOR

Position title: Family Strengthening Coordinator
Working location: SOS Children's Village – Windhoek
Supervisor: Village Manager

PURPOSE:

The Family Strengthening Programme Coordinator, in line with the “Vision, Mission, Values”, strategies, and policies of the organisation leads the planning, budgeting, implementation, monitoring and evaluation of the Family and Community Development programme activities.

KEY RESPONSIBILITIES:

- Lead the planning of the Family Strengthening Programme,
- Coordinate the implementation of the programme activities,
- Carry out stakeholder analysis,
- Facilitate capacity building of Community Based Organizations (CBO),
- Maintain Monitoring & Evaluation of the programme,
- Financial management and administration of the programme,
- Strategic and programme development

JOB REQUIREMENTS:

- Applicants should hold at least a Bachelor degree in social science, community development or related field.
- 3 – 4 years of experience in community work, preferably in a donor funded environment.
- Excellent writing, communication, creative thinking and computer skills.
- Proven ability to interact with people on various levels with exceptional interpersonal skills.
- Code B driver's license

Interested persons should send their detailed CVs including present position with three (3) contactable references and supporting documentation to:

Magret Kamati at recruitment.hr@sos-namibia.org, 061-222457

Please note: Only short-listed candidates will be contacted for interview and no documents will be returned.

Police Clearance will be required for shortlisted candidates only.

CV should be only 2 pages.

Closing date: 01 February 2021

“Every child belongs to a family and grows with love, respect and security”

