

JOB DESCRIPTION - YOUNG CITIES SUB SAHARAN AFRICA ASSOCIATE / COORDINATOR

Role	<i>Young Cities Sub Saharan Africa Associate / Coordinator</i>		
Reports to	<i>Project Manager</i>	Direct reports	<i>None</i>
Budgetary responsibility	<i>N/A</i>	Resource responsibility	<i>N/A</i>
Safeguarding		Key relationships	<i>Youth groups, local partner, Young Cities team, Kenya office</i>
Contract	<i>Fixed-term until 28 February 2022 (possible extension)</i>	Location	<i>Kenya (Working remotely); preferably Mombasa or Nairobi based</i>
Salary	<i>\$1,000 - \$1,500 per month Depending on experience</i>	Level	<i>Associate/Coordinator depending on experience</i>

ISD's Guiding Principles

ISD's four Guiding Principles run through all of our work and reflect our culture. We expect all members of the team to embody these principles, regardless of seniority and role.

INTEGRITY	We're passionate about doing the right thing and holding ourselves to high standard
COLLABORATION	Together we create more than the sum of our parts
AGILITY	We're dynamic, fast, responsive and proactive in our work
COURAGE	We take considered risks in order to drive change

Role Purpose

Young Cities works in partnership with young people and local governments to enhance youth-led, shared solutions to community challenges such as hate, polarisation, extremism and violence.

The postholder will work as part of the Young Cities team to deliver project activities predominantly with youth, but also local government stakeholders, in close coordination with local civil society partner organizations. This includes supporting youth-led community cohesion projects, organizing workshops, assisting with project administration and research support.

Young Cities is a global project currently working across nine cities in the Middle East, Africa and the Western Balkans. This opportunity will be mainly focused on programming in Africa, specifically Kenya, assisting delivery in other regions as required.

Scope

- 1. Support the development of youth-led and co-created campaigns and initiatives**
 - Support conceptualization and implementation of youth-led and co-created initiatives in Kenya.
 - Support coordination of small grants and project delivery, including coordination and stakeholder management with youth and other local stakeholders.
 - Support the delivery of tailored training sessions for youth groups.
 - Conduct research into local-level approaches, policies and programmes available to youth.
 - Support with project communications, including via project websites and social media channels.

- 2. Event organization: Assist the successful delivery of Young Cities project activities (predominantly in Kenya, with international support when required)**
 - Draft concept notes, agendas and invitation letters for workshops, meetings, roundtables and other events.
 - Liaise with workshop attendees before, during and after workshop delivery, as necessary.
 - Helping drive recruitment and managing attendance.
 - Liaising with event venues and organizers including external speakers.
 - Support delivery in other regions and international events as required.

- 3. Project administration**
 - Assist managers and coordinators in the administration of projects.
 - Contribute to reporting processes; post-workshop reports, donor reports etc.
 - Research into government protocols and guidelines where necessary.
 - Support with project financial tracking.
 - Support project administration and delivery of other ISD Kenya programming as required.

- 4. Research Assistance**
 - Assist with youth-orientated research across Young Cities.
 - Assist with translation and analysis of research content.
 - Conduct research for workshops, training modules, concept papers and background materials.
 - Support development of locally tailored youth policy advice.

Impact (the change this role needs to deliver)

The Associate/Coordinator will assist the Young Cities team in enabling youth-led solutions to building community cohesion and support youth civic engagement on a local level.

Outcomes (the way success will be measured)

- Productive relationships built with youth and other stakeholders.
- Contribute to the organization of at least three successful events per year. Events include Young Cities workshops as well as youth project events.
- Contributed at least two articles to the Strong Cities Network Newsletter; highlighting youth work within Sub Saharan Africa.

- Developed expertise in youth, peace and security-related issues.
- Produce two project reports post events per year.
- Positive 360 feedback from team colleagues

PERSON SPECIFICATION TEMPLATE

Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and Guiding Principles
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

Competencies

These reflect ISD’s Guiding Principles which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> • Personal integrity • Focus on quality
Collaboration	<ul style="list-style-type: none"> • Respect for others • Commitment to the team
Agility	<ul style="list-style-type: none"> • Efficiency and effectiveness • Growth mindset
Courage	<ul style="list-style-type: none"> • Strategic thinking • Passion for driving change

Specific Requirements

These are a priority for this specific role and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing on continuing professional and personal development.

For each listed requirement, tick whether this is an essential or desirable requirement.

Knowledge

Requirement	Essential	Desirable
Relevant experience, Degree or an equivalent qualification/work experience in social science or a related field	X	
Full competency and familiarity with Microsoft Office suite (Word, PowerPoint, Excel)	X	
Excellent communication skills in English and Swahili, both oral and written	X	

A good understanding of hate, extremism and polarization related issues in Kenya and/or East Africa		X
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Experience

Requirement	Essential	Desirable
Previous experience in project or programme delivery, with proven ability to meet deadlines and contribute to team project work	X	
Previous experience with youth-led peacebuilding work and/or general youth engagement projects and passion for working with youth	X	
Assisted/management of micro-grants		X
Experience conducting offline and online research		X
Experience delivering training and capacity-building projects and events for youth		X
Experience with developing online or offline social change campaigns		X
Experience working with local authorities/ local government		X
Working with teams with diverse backgrounds in multiple locations		X

Skills

Requirement	Essential	Desirable
Clear, fluent and concise oral and written communication skills	X	
Event planning and delivery	X	
Ability to conduct desk-based research	X	
Experience conducting research in Kenya and/or East Africa		X
Data visualisation and network mapping skills, e.g. via tools such as Tableau, Gephi, Maltego		X
Competency in a third language apart from English and Swahili		X

Job description and Person Specification drafted by:	<i>Anisa Harrasy, Manager</i>
Signed off by:	<i>Moustafa Ayad, Deputy Director of International Programs</i>
Date:	
HR / Ops sign off:	<i>Mandi Lazenby, Senior HR Manager</i>
Date:	
Date for next review:	<i>April 2021</i>