



## **FAWENA**

Forum for African Women Educationalist in Namibia  
*"Educating and Empowering Women and Girls"*

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### **JOB DESCRIPTION**

**Title:** (D) Assistant Programme Officer  
**Responsible to:** Programme Department, National Chapter Coordinator

### **THE ORGANISATION:**

FAWE Namibia is a non-governmental organization, in partnership with the Ministry of Education to help address challenges Girls face in Education. FAWE Namibia's (FAWENA) national chapter opened its office in 1999. FAWE is currently operating in more than 34 African Countries. FAWENA's goal is to increase access, improve retention and enhance the quality of girls' and women's education in Namibia.

### **Main purpose of this vacancy**

To assist the Program Officer in coordinating and implementing the Program activities.

### **Key duties and Responsibilities:**

To assist in implementing various program activities in line with the scholarship implementation process. This include:

1. Assist with resources mobilization for the organisation
2. Conduct scholarship need assessment per school and develop school-based budget
3. Develop an annual work plan and budget
4. Prepare document for payment to the respective schools.
5. Forge partnership and networks with institutions in order to advance girls education
6. Conduct focal teachers and school counselors trainings
7. Conduct mentoring, Girl Clubs, empowerment and psycho-social activities
8. Update the scholarship database
9. Verify the narrative reports submitted by schools
10. Collect school progress report cards and update the database
11. Conduct and maintain systems for monitoring the scholarship program on the ground including indicators of performance and impact on improving girls' education.
12. Attend partnership meetings
13. Prepare monthly, quarterly reports to National Chapter Coordinator
14. Update the On-line reporting on a continuous basis
15. Perform other Administrative duties as may be assigned by the National Coordinator and Executive members

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- Relevant experience in program design, implementation
- Monitoring and evaluation
- At least work with the youth
- Computer literacy and proficiency
- Office administration

### **Skills**

The incumbent must demonstrate the following skills:

- supervisory skills
- team building skills
- accounting and bookkeeping skills
- analytical and problem solving skills
- decision making skills
- effective verbal and listening skills
- communications skills
- effective written communications skills
- computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs
- time management skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Programme Officer. The incumbent must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics

### **Minimum Requirements/Qualification**

- Relevant degree and 5 or more years' experience in program management, implementation and resource mobilization.
- Excellent command of spoken and written English
- Age limit at recruitment-below 40 years
- Driving license-Code 08