



(A) National Chapter Coordinator Job Description

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| Job Summary: |
| To develop, coordinate and implement the National Chapter activities in line with FAWE strategic objectives |
| Key Duties and Responsibilities: |
| Undertake various activities in line with FAWE objectives. This include |
| Policy & Advocacy |
| <ol style="list-style-type: none"> 1. Forge partnership with the Ministry of Education and ensure that the Chapter is part of the national education system process 2. Forge partnerships and networks with institutions nationally and regionally in order to advance girls' education. 3. Keep abreast with research findings on existing gender and education practices for advocacy. 4. Lobby and advocate on policy matters at national and community level in order to sensitise the community and policy makers on girls' education. 5. Design and implementing effective advocacy strategies to maintain links with the community and for wide distribution of advocacy materials through various media. |
| Demonstrative Interventions |
| <ol style="list-style-type: none"> 6. Undertake interventions to demonstrate what works for girls' and boys' education. |
| Replication and Mainstreaming |
| <ol style="list-style-type: none"> 7. Document and disseminate the Chapter's best practices and other organisations' best practices in girls' education. 8. Initiate policy dialogue to influence the replication and mainstreaming of the best practices into the national education system |
| Governance |
| <ol style="list-style-type: none"> 9. Develop an effective membership recruitment strategy and enhance members' active involvement and participation in chapter activities. 10. Develop an effective FAWENA Alumni Association and ensure the active involvement in the Chapter activities and programs |
| Resource Mobilisation |
| <ol style="list-style-type: none"> 11. Develop a fundraising strategy and use it to mobilise the required financial and other |

resources. Mobilise resources for the Chapter through proposal writing and forging good donor relationships.

Monitoring and Evaluation

- 12. Develop and maintain systems for monitoring the National Chapter work on the ground including indicators of performance and impact on improving girls’ education
- 13. Prepare monthly, quarterly and annual reports for the Executive Committee of the Chapter, Donors and the Regional Secretariat.
- 14. Undertake regular monitoring and evaluation of the implementation of the strategic plan and work programme and re-plan accordingly.

Strengthening the National Chapter Secretariat

- 15. Establish and ensure a functional secretariat for the National Chapter. This includes:
 - Securing appropriate office space and equipment for the chapter.
 - Putting in place and review administrative, human resources and financial systems and policies
 - Sourcing for technical support and resource persons to support the Chapter on various programmatic areas pertinent to girls’ education.
 - Managing the Chapter’s resources and assets according to the laid down policies and procedures
 - Staffing the secretariat, supervising and annually evaluating their performance for effective implementation of programmes.
 - Organising capacity building interventions for the Chapter

Minimum Requirements/ Qualification

- Bachelor’s Degree preferably in Education/Public Administration
- Over 5 years’ experience in a related field.
- Computer literacy and proficiency in use of MS Office.
- Age limit at recruitment-below 50 years
- Worked in an NGO will be an added advantage

Position in the organisation:

