Job Title: National Chapter Coordinator

Location: Windhoek, Namibia

Reports to: FAWENA Executive Committee and FAWE Regional Secretariat

Job Description Summary

The National Chapter Coordinator is responsible for the development, coordination, and implementation of FAWENA's programs and strategic priorities. The role requires strong leadership in advocacy, program implementation, resource mobilisation, and stakeholder engagement, all aimed at advancing the education of girls in Namibia.

Key Duties and Responsibilities

1. Policy and Advocacy

- Forge partnerships with the Ministry of Education, Innovation, Youth, Sport, Art and Culture, ensuring the Chapter is integrated into national education systems and frameworks.
- Build and strengthen networks with national and regional institutions to promote girls' education.
- Stay updated on gender and education research to inform and support advocacy efforts.
- Advocate on policy issues at both national and community levels to influence and sensitise stakeholders on girls' education.
- Develop and implement targeted advocacy strategies, including the design and dissemination of educational and promotional materials through various platforms.

2. Demonstrative Interventions

- Design and execute model interventions that demonstrate what works for both girls' and boys' education, providing scalable solutions to stakeholders.

3. Replication and Mainstreaming

- Document and share FAWENA's and other organisations' best practices in promoting gender-equitable education.
- Initiate and facilitate policy dialogues to influence the integration of these practices into the national education system.

4. Governance

- Develop and implement strategies for member recruitment and ensure active participation in Chapter initiatives.
- Establish and strengthen the FAWENA Alumni Association, promoting their meaningful engagement in Chapter programs.

5. Resource Mobilisation

- Develop a comprehensive fundraising strategy to support FAWENA's mission.
- Mobilise financial and in-kind support through proposal development and effective donor engagement.

6. Monitoring and Evaluation

- Create and manage monitoring systems that track programme implementation, performance indicators, and impact on girls' education.
- Prepare detailed monthly, quarterly, and annual reports for the Executive Committee, donors, and the FAWE Regional Secretariat.
- Regularly evaluate the implementation of the strategic plan and work programmes, making necessary adjustments.

7. Sustainability and Institutional Strengthening

- Support the long-term sustainability of the Chapter by identifying and securing financial partners.
- Collaborate closely with the Patron and the Executive Committee to implement impactful programmes.
- Coordinate and deliver capacity-building initiatives for Chapter staff and stakeholders.

Minimum Requirements and Qualifications

- A Bachelor's Degree in Education, Public Administration, or a related field.
- At least five (5) years of relevant experience in programme management or development.
- Computer literacy and proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Prior experience in an NGO environment will be considered an added advantage.

Position in the Organisation

The National Chapter Coordinator serves as the head of the FAWENA Secretariat and is accountable to the Executive Committee. The role includes supervision of Chapter staff, management of day-to-day operations, and representation of FAWENA in national and regional forums.

Application Instructions

Interested candidates should submit:

1. A cover letter outlining their interest and suitability for the role.

2. A detailed CV.

3. Certified copies of academic and professional qualifications.

4. Contact details of three referees.

Applications should be emailed to: fawena@meiysac.gov.na

Subject line: Application – National Chapter Coordinator

Only shortlisted candidates will be contacted.