



## **Lesotho Council of NGOs**

### **Position Description**

#### **TECHNICAL SUPPORT OFFICER - YOUTH Ambassador PROGRAMMES**

##### **Overview**

The Technical Support Officer (TSO), Round 8 Youth Programs, a 12-month contract position, will be responsible for assisting the Lesotho Youth Federation (LYFE) with the roll-out of LCN-funded, HIV-related youth programmes. Youth-related prevention and support activities are a major component under the LCN portion of the Global Fund Round 8 grant to Lesotho. As part of LCN's Grants Management Unit, the Technical Support Officer will be deployed by the Unit to the Lesotho Youth Federation, which receives the Global Fund support. The role of the Technical Support Officer within these organizations will be to provide training and technical support to ensure that they fulfill their implementation, monitoring and reporting requirements that are contained within their individual grant agreements with LCN.

##### **Reporting Relationships**

The Technical Support Officer, Round 8 Youth Programmes reports to the Executive Director, LCN, and functionally, works in liaison with the President, Lesotho Youth Federation. The Technical Support Officer works closely with the Grants Manager and GMU team to ensure that the project attains its milestones and targets. The TSO will work directly with the Lesotho Youth Federation in the implementation of the Youth Ambassadors program under the Global Fund Round 8.

## **Job Description**

- To work with the Capacity-Building Officer and the Monitoring and Evaluation Officer, to assess strengths and weaknesses of designated youth organizations with respect to the programmes they are expected to implement under LCN's portion of the Round 8 Global Fund grant and make necessary recommendations for support;
- To develop technical support plans based on the results of the assessments;
- To assist the Grants Manager to develop technical support agreements with designated youth organizations;
- To work collaboratively, both on-site and through the Grants Management Unit, with project management staff within designated organizations to develop, implement and evaluate youth-oriented HIV programmes funded by LCN within the provisions of their grant agreements;
- To build the capacity of LCN-funded youth organizations through training, supervision and other capacity building techniques as relevant to ensure that effective organizational leadership, management, transparent decision-making and accountability systems are in place within the timeframes specified in the technical support agreements;
- To assist youth organizations to develop appropriate systems for compliance with LCN's programmatic and financial reporting requirements;
- To assist both the Finance and Administration Unit and the Grants Management Unit with the preparation of quarterly reports, the implementation of data verification activities, and other monitoring and accountability processes as indicated within specific grant agreements and as described in LCN's grant management policies and procedures documents;
- To build and maintain an open and enabling relationship between relevant program staff within youth organizations and the Finance and Administration, and the Grants Management Units at LCN;
- To undertake such other activities as requested by the Grants Manager relevant to the administration of Global Fund programs within the Youth Ambassadors and related programs.

## **Qualifications and Experience**

### *Essential*

- A university degree or similar advanced-level qualification in adult education, health, management, social sciences or other relevant discipline;
- At least 5 years experience with program management within a non-governmental, community-based environment (specific experience with national umbrella bodies is an asset);
- Experience developing and implementing training programmes, or the provision of technical support, with respect to general management, proposal writing, financial management, monitoring & evaluation, project management and/or other relevant areas;
- Excellent knowledge of HIV & AIDS and the impact of the epidemic on Lesotho;
- Strong written and verbal communications skills in English and Sesotho;
- Proven ability to function effectively in a high-pressure/high workload environment;
- Proven networking, communications and partnership-building skills.

### *Desirable*

- Previous experience with project management within Global Fund programmes;
- Previous experience working with programmes developed for and implemented by youth organizations;
- Familiarity with peer education and support programmes, particularly with respect to youth and HIV and AIDS.

Interested candidates should forward their applications on or before 11<sup>th</sup> February 2011 to the following address:

Executive Director  
Lesotho Council of NGOs  
House No544, Hoohlo Extension  
Private Bag A445  
Maseru 100

**Only shortlisted candidates will be corresponded to. The successful candidate should be prepared to start on the 1<sup>st</sup> March 2011.**