



JOB ANNOUNCEMENT

Job Title	Youth Programs Manager
Place of Work	Mukono, Uganda
Reports to	Country Director
Travel	Limited domestic and international travel
Compensation	Commensurate with experience
Deadline	Job closes on 1 November 2021
Application	Please send CV and cover letter to Lucy Namayanja at: lucy@komolearningcentres.org

INTRODUCTION

At Komo Learning Centres (KLC) we strive to provide quality education, excellent healthcare, and improved livelihood options in disadvantaged communities of Mukono. We run several programs including, a youth centre, a sponsorship program, and youth-led clubs in secondary schools.

SUMMARY OF ROLE

Reporting to the Country Director, the Youth Programs Manager will ensure that KLC's youth programming is well designed, implemented, and evaluated. The Youth PM will be responsible for contributing to program design and development, ensuring effective coordination with partner schools and other stakeholders, supporting monitoring and evaluation efforts, supervising and mentoring staff and volunteers, and conducting quality assurance of KLC's youth portfolio.

RESPONSIBILITIES

- Oversee implementation of youth program activities and ensure that services are delivered on time, on budget, and in compliance with KLC and donor regulations.
- Ensure that KLC's youth programs are implemented in ways responsive to communities, schools, partners, and students in line with KLC's principles, values, and strategic plan.
- Develop detailed implementation plans, including procurement of necessary materials in line with the KLC procurement policy.
- Work with the finance manager, M&E manager, and the youth programs team to develop workplans and follow up with team members regularly to ensure activities are on track.
- Monitor program progress against both programmatic and budgetary targets, making adjustments to program design as necessary.
- Provide input into the development of M&E plans for all youth programs and assist in the development of additional M&E tools, as necessary to monitor program progress.
- Ensure appropriate, timely, and accurate data collection.
- Work with the M&E team to strengthen accountability mechanisms in youth programs.
- Prepare timely and high-quality program reports.
- Lead capacity building sessions to enhance team skills and performance.
- Provide coaching on technical and program management skills to the programs team.
- Manage relationships with schools and other stakeholders (e.g., government officials).
- Manage staff and volunteer appraisals.
- Any other duties that maybe assigned by the CD.

DESIRED QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- Bachelor's degree in education, social sciences, community development, or related field.
- At least 2-3 years of experience in youth/education program management and leadership.
- Excellent oral and written English skills (fluency in Luganda a plus).
- Drive to continuously innovate and improve organizational policies and programming.
- Ability to manage team dynamics and provide excellent coaching/mentorship.
- Ability to work as a team player who enjoys collaborating with people of diverse backgrounds.
- Experience with, and commitment to, working through systems of community participation and accountability.
- Ability to analyze information, evaluate options, and think strategically.
- Ability to write clear and concise assessment and project reports.