

# Join Our Team

## Regional Program Officer - KHOMAS

**Youth Impact is a global NGO that connects youth to proven life-changing information through the delivery of evidence-based programs. Using a combination of randomized controlled trials, rigorous, rapid A/B tests, and high frequency monitoring data, we generate evidence that informs program design, improvement, and scaling.**

### Organization Purpose

The Teaching at the Right Level (TaRL) program in Namibia is a non-profit program with the mission to give every Namibian child access to life-changing literacy and numeracy education. The organisation is an affiliate of Youth Impact and part of the TaRL Africa international network. The TaRL program currently reaches over 1,000 learners.

### Primary Duties & Responsibilities

The Regional Officers will play an essential role in leading the coordination and implementation of TaRL in partner primary schools. More specifically, the officers are responsible for providing direct oversight of TaRL lessons, program activities and relationships in their region. The successful applicants will complete the following tasks:

- **Program Coordination:** Develop and maintain standard operating procedures (SoPs) that outline the program protocols around field implementation. Support and mentor all Mentors and Facilitators on implementation quality, ensuring teaching drives towards maximum impact. Track workflow of the field implementation plan. Coordinate Facilitator recruitment and conduct exit interviews.
- **Training:** Master the core classroom procedures, activities and protocols of the TaRL approach. Facilitate training sessions for teachers, volunteers and officials on the TaRL program. Build the capacity the team to be able to measurably improve literacy and numeracy skills.
- **Government Relationship Management:** Build a strong working relationship with the regional director and regional staff from the ministry of education and ministry of youth. Ensure documentation of permissions to operate in schools, coordinate drafting of letters from the region to schools, and engage regional staff in reviewing reports and monitoring performance of the program.
- **School Relationship Management:** Build a strong working relationship with the school principals and Heads of Departments at each partner school. Ensure the program has adequate time allocated for implementation, classrooms or designated venues, and clear communication to parents.
- **Monitoring & Data Management:** Responsible for assessment of students' learning levels at baseline,

midline and endline.ensuring the timely and accurate data collection and submission by Mentors. Conduct regular monitoring visits in schools to ensure effective, quality, and standardized program implementation.

- Program Logistics: Manage program logistics to ensure successful implementation of program activities Manage and ensure all organisation assets are tracked, recorded and handed over

### Education Qualifications

- Bachelor's degree

### Work Experience

- Relevant work experience of two years or greater is required.
- Previous NGO experience in a similar role.
- Knowledge of literacy and numeracy and/or youth development programming considered an asset.

### Characteristics

- **Attitude:** Dedicated and hard-working with excellent ownership and accountability.
- **Timeliness:** Meets deadlines, handles deliverables in an efficient and timely manner.
- **Positive attitude:** Team player, can-do attitude, helpful, and ability to work cross functionally.
- **Organisation skills:** Multi-tasker, able to prioritise projects and manage time and resources effectively.
- **Critical thinking:** Able to exercise logic and good judgement
- Excellent communication and IT skills.

### Reporting Structure

The Regional Officers must be living in their target region (Keetmanshoop or Windhoek). The Regional Officer will report directly to the program coordinator.

### Deadline: 1st February 2023

**Time period: 1 year contract with potential for extension**

**Preferred Location: Namibia**

To apply visit <https://www.youth-impact.org/join-us-1>.

*Benefits include generous annual leave, sick leave, (including global health insurance provisions), various stipends, professional development opportunities, the ability to work remotely, access to our amazing global networks, and much more.*

