**Vocational Training Program Coordinator**
**Job Description**

**Title:** Vocational Training Program Coordinator (VTPC)
**Reports to:** Executive Director
**Location:** Gayaza, Wakiso District

## 1. Organizational background and position objectives

Africa Development Promise (ADP) is a US based international non-profit organization whose mission is to improve the lives and livelihoods of rural women in East Africa through training and resources that support their collective efforts to operate competitively in the marketplace. With offices in Rwanda and Uganda, ADP works with rural women who rely on subsistence farming for food security and employment. ADP's primary goal is to move them from growing food for subsistence to food for business using the cooperative model of enterprise. Our secondary goal is to support women diversify income generating efforts.  As a result, ADP has launched a vocation program that offers computer literacy, sewing workshops, and business training to cooperative and community members.

Working under the direction of the Executive Director, the VTPC, will be responsible for spearheading the ongoing design, development, and deployment of the vocational program. The VTPC will develop partnerships with other similar programs to share knowledge and resources. Through workshops the VTPC will work with schools, students, cooperative and community members to design programs tailored to their needs. *ADP is looking for a highly motivated, self-starter who is passionate about our mission and sees themselves as an agent of change* and not simply as a service provider/implementor or representative of nongovernmental organization.

## 2. Essential job functions and duties

2.1 Program management
- Take time to understand the planned structure of the vocational programs and how the program will benefit various stakeholders
- Assists in developing classes/workshops based on levels of proficiency and recruit presenters to teach each class
- Identify and recruit two schools to participate in the mobile computer literacy program in the first year
- Conduct business training based on ADP/Street Business curriculum
- Collaborate on marketing, promotions, and outreach efforts for ADP
- Register and administer assessments for clients seeking computer literacy services
- Supervise and participate, as needed, in computer literacy programming by providing instruction
- Registers and administers assessments for clients seeking computer literacy services
- Manage day-to-day office operations of the program
  - Manage and schedule use of the computer and sewing lab
  - Ensure that all supplies, furniture, and equipment is appropriately set up for users
  - Ensure equipment is functioning; troubleshoot minor technology problems and/or ensure fixing of complex order problems in a timely manner, and maintain records of maintenance activities
  - Ensure that all lab users are aware of the rules of the lab and enforce the rules

2.2 Country Program Strategic Planning
- Contribute to ADP's evolving vocational strategy in response to stakeholder realities
- Contribute to the annual operating plan development

2.3 Partnerships
- Build relationships with local sector players such as the District, private sector, associations, educational institutions, NGOs, and other cooperatives to raise awareness of ADP's work and keep abreast of local initiatives; and identify opportunities for collaboration

2.4 <u>Monitoring and Evaluation</u>
- Assists in developing monitoring and evaluation indicators for both computer literacy and sewing programs
- Analyze collected data and use analysis to make informed decisions for refinement of program
- Conduct baseline assessments for each participant and track progress
- Input all collected data into ADP's cloud-based Salesforce monitoring platform and / or other monitoring platform

2.5 <u>Reporting</u>
- Update and maintain the program reporting calendar
- Prepare the monthly progress report and the next month's planned activities and submit to the Executive Director for review and submission to HQ.
- Document all program activities, achievements, best practices, and challenges in a monthly report. This should include pictures, videos, and most significant change stories that can be used as marketing material.

2.6 <u>Qualifications, Skills and Experience</u>
- University/College degree in Administration, Business, Management or Social Science
- Excellent computer skills, computer software programs, including MS Word, Excel, and PowerPoint.
- Proven ability to work with minimum direction and supervision
- Strong management and planning skills of project tasks and budgets
- Ability to be flexible and try new things when the best laid out plan does not come together for one reason or another
- Demonstrates leadership and teamwork and produces high quality work in a timely, cost effective manner and has excellent writing skills
- Excellent interpersonal communications and organizational skills
- English language fluency

3. <u>Employment conditions</u>
- This is a one-year contractual position where continuation and renewal depend on performance and continuation of funding
- This position is a four-day workweek of thirty-two (32) hours
- ADP's office and training facility is based in Kiwale Village, in Gayaza Parish, Nangabo Subcounty of Wakiso District
- The employee is responsible for transportation to and from work

**How to Apply:**
Please submit a cover letter and CV outlining your skills, qualifications, and relevant experience that makes you an ideal fit for the position.  In addition, provide salary requirements and name and contact information of three (3) professional references.  Deadline for applying is <u>December 4, 2020</u>.  Expected start date is <u>January 11, 2021</u>.  All applications must be sent via email to:  info@africadevelopmentpromise.org with the <u>position title</u> in the subject line.

*Africa Development Promise is an Equal Opportunity Employer and encourages applications from qualified individuals regardless of gender, race, religion, national origin, or disability.*