TERMS OF REFERENCE

Project Assistant - Youth

Duty Station: Mogadishu, Somalia
Position Title: Project Assistant-Youth – Dan Guud Project
Classification: Consultant for the Benadir Administration
Duration: 6-month, with possibility of extension
Salary: $500 USD per month

The overall objective of the Dan Guud Project is to promote stability in Mogadishu through targeted interventions that foster good governance, safety and economic recovery.

Under the overall guidance of the Mayor of Mogadishu, in direct collaboration with the Deputy Mayor, and Program Coordinator and the Senior Project Advisor while under direct supervision by the Project Advisor-Youth, the Project Assistant-Youth will assist in the planning, coordination, execution, and monitoring of youth related programming in the Dan Guud project. Project Assistant will be based within Benadir Administration and work closely with the Deputy Mayor’s office. In particular, he/she will:

General Functions:

The Project Assistant - Youth in Dan Guud Unit will represent the interests of the program in his/her area of responsibility. In doing so, the Project Assistant-Youth will work in an integrated manner with the Somalia TFG Government and regional and district authorities with a particular focus on, outreach to, and coordination with local communities.

The Project Assistant-Youth in Coordination with the Project advisor-youth will assist in identifying strategies and implementing initiatives to increase young people’s participation and engagement in their community. The Project Assistant-Youth will support the identification of the needs of young people and assist with the development of appropriate responses to these needs.

Specific Responsibilities:

The Project Assistant - Youth responsibilities will include, but not be limited to, the following:

1. Assist the development, coordination and implementation of methodologies for engaging government entities and local communities and targeted youth in consultative processes for project identification and implementation.

2. Assist in the write-up and recommend projects from those identified through consultative processes using the Programme’s Activity Database.

3. Assist the project advisor in identifying and managing risk in day to day activities and projects.

4. Facilitate the participation of young people into community life and provide opportunities to celebrate and recognise young people within the community.
5. Provide technical assistance to grantees as directed by the project advisor-youth, or arrange technical assistance from the relevant government authority.

6. Undertake regular travel to the districts in order to identify, develop and/or support programming opportunities.

**Requirements:**

1. University degree/Diploma preferred, such as in development, project management, social work or any other related field.

2. **Minimum of two years** of professional experience in the field of governance and development, or management, especially in international organizations such as NGOs.

3. **Minimum of one year** specific experience in the field of development with project design, implementation and monitoring.

4. Experience in community participation and consensus-building projects.

5. Thorough knowledge and understanding of government structures and current development planning in Somalia.

6. Demonstrated capacity to understand and analyze the national, regional, and local political context in Somalia, and especially Mogadishu.

7. A drive for results in a high-volume, quick-paced programme environment; creativity and analytical capability required to respond to evolving programme demands and current events.

8. Excellent computer skills, including MS Office suite.

9. Written and spoken fluency in English and Somali is required.

**Desirable Qualifications:**

Strong inter-personal skills and an ability to work within and build a team environment; ability to provide both detailed and strategic analysis; excellent communication and negotiation skills; ability to work effectively and harmoniously within a diverse work environment.

---

*Interested candidates must send a CV/resume to danguud.benadir@gmail.com.*

Write “Project Assistant – Youth” in the SUBJECT LINE.

**ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**

**Closing Date: November 04, 2011**