



Youth Empowerment Officer (YEO)

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** Jan. 15, 2017, midnight

Basic Job Information

Job Category : Others
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

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Job Description

Youth empowerment officer (YEO) works under program and volunteer managers to implement VIN's youths' empowerment program. YEO has primary responsibilities for the coordination and implementation of youth projects such as youth network and club facilitation, youth entrepreneurship building, education and life skills, coordinating and managing youth activities, general information dissemination and resource mobilizing. YEO will motivate and train local youths and involve them in capacity building projects. This project targets youth between 18 to 35 years and aimed to minimizing youth migration.

As Youth Empowerment Officer, the employee is expected to be highly creative and will be responsible to:

- Create youth friendly community empowerment initiatives through mobilizing resources, capacity building projects, networking and multi-sector collaboration.
- Develop a program of consultation and communication with young people in and around VIN's project sites, involving both young people, local volunteers and key service providers.
- Develop, deliver and evaluate training to support young people to become more empowered within local decision making structures.
- Coordinate and Manage Youth Organizations; establish youth clubs; provide technical assistance to establish youth clubs; conduct capacity building activities.
- Ensure that young people and the wider community are actively involved in the planning, delivery and evaluation of each project and the program as a whole in accordance with the principle of coproduction.
- Act as a volunteer coordinator to involve youth as a volunteer into the projects, maintain their database and support volunteer management team for volunteer mobilization.
- Recruit national volunteers from university, companies, and organizations for volunteer abroad exchange projects.
- Develop effective partnerships with key organizations that impact upon the lives of young people.
- Provide counselling services for youth where necessary.
- Ensure that project milestones and targets are met.

Job Related Knowledge and skills:

- Understanding of participatory and representative democracy; an understanding of a range of youth empowerment methodologies; an understanding of the formal and informal educational needs of young people from a variety of communities and backgrounds; a knowledge of the

issues that affect Young People; an understanding of the social and economic pressures which affect young people, their parents, schools and the wider community.

- **Personal Skills** - The ability to facilitate young people and key stakeholders to collaborate to coproduce better services for young people and the wider community. The ability to communicate clearly and appropriately both in writing and orally. The ability to record and report work verbally and in writing, good listening and communication skills, the ability to deal with conflict and to take appropriate action to resolve difficulties. The ability to encourage young people to develop their skills through providing opportunities for increasing participation and empowerment, The ability to build and maintain professional relationships with individual young people and groups, IT skills, ability to speak Nepali and English both orally and in writing
- **Values and Attitudes** - Commitment to equal opportunities, commitment to the empowerment of young people and communities, commitment to coproduction and monitor programs, projects and activities.

Required competencies:

- Facilitation and training skills
- Excellent networking and team work skills
- Report and proposal writing
- Workshop organization and facilitation
- Solid analytical skills
- Management Skills
- Event Planning and coordination
- Excellent Interpersonal Communication
- Public speaking and presentation skills
- Conflict resolution, mediation and counselling skills
- Independent yet can create team environment.
- Ability to effectively use basic computer applications (Microsoft office program, email and web applications)
- Ability to maintain confidentiality

Education:

- A Bachelor's Degree / Master's degree preferred (preferably in Youth Work, Social Work, Sociology or any other relevant Social or Developmental Sciences).

Experience:

- At least two years' experience of youth projects
- Experience of local community structures (e.g. community partnerships, community groups, youth forums)
- Experience of working with and effecting change with statutory and voluntary sectors
- Experience of planning and undertaking a variety of activities with young people
- Experience of planning, monitoring, evaluation and review of work

Special conditions:

- Flexible schedule/working conditions – work during hours when Youth Organizations meet (i.e.) evenings/weekends
- Flexible travelling to other rural part of the countries
- Participate in regional and international conferences
- Capacity Building Training and Certification

Terms & condition: Initially two year (extendable at VIN's discretion) position based in Kathmandu: frequent field visit to rural parts of Nepal.

Salary: Please state your expected salary on your application

Other benefits: Transportation, Communication, Provident Funds & Full Insurances.

TO APPLY,

Email an application addressing your motivation for job and a copy of your resume with the contact details of two references to career@volunteersinitiativenepal.org before **15th Jan, 2017**.

OR ,

Applying Procedure

Apply Link : <https://merojob.com/youth-empowerment-officer-yeo/>

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