



## Description of Assignment

Viatores Christi (VC) works in the area of development cooperation in the faith based development sector. We specialise in the recruitment, training and placement of skilled volunteers on projects identified by a mission partner which meets the needs of the beneficiaries. We also specialise in the monitoring and implementation of projects as well as in the provision of experts in developing countries for targeted consultancy. Since 1960 we have recruited, trained and placed over 2000 volunteers in 48 different countries. Today we have volunteers in Africa, Asia, Latin America and the Caribbean

**Assignment Title:** Strategic Planning and Capacity Building Coordinator

**Type of Assignment:** International Development Worker

**Project Title:** Youth Project in Pretoria, South Africa

**Duration:** 12 months +

**Location, Country:** Pretoria, South Africa

**Expected Starting Date:** September 2015

**Brief Project Description:** This project was established in 2005. It supports youth activism, economic participation and civic engagement in a non-political manner through a variety of youth clubs operating at parish, school and community level in the areas of Diepsloot, Tembisa and Pretoria Central with a view of instigating positive social and economic change from the bottom-up.

Specific goals: Engage the youth towards stable and vibrant communities free from drugs, crime, violence, unwanted teenager pregnancies, alcohol abuse, xenophobia, and other social ills.

Engage the youth towards redressing economic insecurity, poverty and unemployment in the pursuit of a more equitable society. Main activities include:

Public lectures and debates on social ills affecting the youth

Promotion of sports, cultural and arts events

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Promotion of volunteering opportunities in government institutions

Leadership development short courses

Training workshops on youth entrepreneurship

Support to the production and distribution of audio-visual products Xaveri South Africa is incorporated as a non-profit, public benefit organization.

**Organisational Context:** The VC Development Worker will facilitate the formulation of the project's Strategic Plan for 2015-2018:

**Type of Assignment Place:** assignment without family

**Description of tasks:**

Profiling existing programmes/desks and case histories (successes, failures, lessons learnt):

*Analysing the external environment (needs assessments, baselines, root causes analysis, opportunities and risks assessment)*

*Analysing the internal environment (competences, experience, vocations, strengths and weaknesses)*

*Identifying strategic objectives (programme focus, geographical reach, target groups, linkages with other organizations)*

*Contributing to the project's capacity development:*

*Building organizational capacity to adopt project cycle management and results based frameworks*

Building organizational capacity for monitoring, reporting and accountability processes:

*Supporting staff and volunteers with project management to ensure compliance with good practices and standards*

*Building organizational capacity to strengthen linkages and collaboration with relevant government departments, civil society and businesses*

*Supporting staff and volunteers with project conceptualization and proposal writing to respond to domestic and international funding opportunities*

*Building organizational capacity to manage website and social media communications as well as collect visual and narrative material about stories of change and other relevant quantitative and qualitative information that can be used in the media.*

**Qualifications/Requirements**

Degree level qualification or equivalent in a relevant discipline

Fluency in English Excellent interpersonal and communication skills

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Ability to work with a wide range of people in a respectful and collaborative manner

Good analytical skills

Good understanding of development issues Willingness to work with youngsters and get the most out of them

**Living Conditions:**

Modest with all facilities

**Conditions of Service**

A 12 month contract; monthly volunteer living allowance (VLA) intended to cover housing, basic needs and utilities; life, health, and permanent disability insurance; return airfares