



Youth Challenge Vanuatu (YCV)

Job Description

POSITION TITLE: COORDINATOR CAREER DEVELOPMENT

Date: December 2018

Duty Station: Port Vila

Remuneration: 1.08 million to 1.5 million per annum, commensurate with experience

Duration: 2 year contract - including 3-month probation period

Responsible to: This position reports directly to the Public Relation Manager

Job Purpose: The Coordinator Career Development (CCD) has the overall responsibility to provide and coordinate career development services for the YCV Youth Program Members and YCV Youth Members.

The CCD is responsible for developing 2 cycles of Youth Program Participants for the ready for work program (with 30 youth each cycle) to complete the six months program. The Ready for Work has 3 key components: 1) Selection and Recruitment 2) Training 3) Internships.

In addition to the Ready for Work Participants, the CCD is also responsible for providing the career development services to the YCV Youth Members.

Internships, securing employment and other careers development are critical part of the YCV programs.

YCV Program Objectives

Objective 1: Youth Challenge Vanuatu delivers improved and expanded youth employability, entrepreneurship and leadership services to young women and men including people with disability.

Objective 2: Youth Challenge Vanuatu is supported to strengthen organizational, academic and program management.

Objective 3: Youth Challenge Vanuatu develops income generating products.

YCV Overview

Youth Challenge Vanuatu has programs which give opportunities to those who have dropped out of the formal education system. These programs include: Ready for Work, Ready for Business, Career Services and Resources at the Youth Centre Service and the online employment services the Wok I Kik website. Youth Challenge Vanuatu is working with various stakeholders: youth participants of the programs, various communities around Port Vila, NGOs and the Government departments in Port Vila, intern host organizations and development donors.

Vision: Youth Challenge Vanuatu aims to be a professional organization for youth livelihoods programs and services. Members of the YCV will become dynamic citizens of Vanuatu and confident leaders, respected entrepreneurs, or exceptional employees.

Mission: To empower young people to reach and realize their potential through business, career, community development, employment and leadership programs and services.

Key Performance Indicators

Key Job Element	
Career Development	<ul style="list-style-type: none"> • Coordinate career development for YCV Youth Members and YCV Program Members. • Provide career development, occupational and labor market, non-traditional career for members and program members. • Support YCV Youth Members and YCV Program Members in developing life skills, such as leadership, critical thinking, time management, self-discipline, communication, facilitating workshops, and conducting one-on-one meetings; • Give one- on- one interview coaching before a youth go to job/ internship interview. • Builds positive, trusting, and respectful interactions with YCV Youth Members and YCV Program Members in order to encourage and support youth in their career developments and personal needs; • Develop and facilitate ongoing workshops for employability and other career development preparedness; • Serve as a liaison between YCV Youth Members and YCV Program Members and their internship host organizations;
Report Writing	<ul style="list-style-type: none"> • Prepare and submit a narrative report every 6 - months. • Ensure all narrative reports provide complete information on; the number and type of internships developed, the age and sex of internship participants, the sector and type of employer (example, private sector – retail assistant or NGO – environmental)
Program Monitoring	<ul style="list-style-type: none"> • Conduct monitoring visit to interview all employers during the mid-term placement and end of the internship, assess their level of satisfaction with the program. Let potential employers know that taking part in the follow-up interview is a condition of their participation in the internship program. • Conduct monitoring activities as detailed in the Monitoring Evaluation & Learning (MEL) Plan and as agreed in annual and quarterly plans with direct supervisor.
Work Planning	<ul style="list-style-type: none"> • Work with the Public Relations Manager to agree a performance management plan and schedule regular one-to-one progress reviews and written progress reports. • Develop annual, quarterly and monthly activity plans and submit to the Public Relations Manager.
Finance planning & reporting	<ul style="list-style-type: none"> • Follow all financial policies and procedures as directed by the Finance & Admin Officer
Selection Criteria	
Essential	<ul style="list-style-type: none"> • Minimum a secondary school diploma, preferably Tertiary qualifications in related field. • At least three years of experience in the related field. • Experience in recruitment, customer service, sales and or/ marketing and promotion. • Ability to manage the employer relationship with past, current and potential future employers of trainees/ interns/ volunteers. • Experience in monitoring and managing one-on-one relationships with current and past employers/ supervisors of trainees/ interns/ volunteers to ensure good experiences are achieved for both parties. • Experience in problem solving whenever problems arise between the employers/ supervisors and trainees/ interns/ volunteers.

	<ul style="list-style-type: none"> • Experience training and working with youth. • Ability to manage program budget and ensure financial procedures and policies are followed. • Ability to engage with a broad range of stakeholders. • Excellent interpersonal, networking and negotiation skills. • Proficiency in the use of MS Word and Excel software. • Demonstrated strong time management, organizational and communication skills. • Demonstrated ability to gather and report on standardized Monitoring/ Evaluation/ Learning (MEL) feedback from past/current interns/ volunteers/ employed trainees and past/current employers. • Able to communicate in English and Bislama. French would be an advantage.
Behavior Standards:	Description
Respect	Has an open, respectful, and professional approach with other staff, participants & members of the YCV community.
Time Management & Organizational Skills	Works hard to fulfill responsibilities in a professional manner. Uses time and resources effectively. Able to identify more important and less important activities and tasks and prioritize them properly. Maintains a clean and well-ordered working environment, considering the close working space at the YCV office.
Communication	Clearly shares information and ideas. Explains issues and problems to others in a clear and understandable way. Makes well planned and clear presentations. Can defend position using spoken argument and reasoning based on familiar ideas. Uses good communication techniques to keep management and staff informed of important issues. Will inform supervisor of any problems.
Initiative	Takes good action when faced with a problem or when made aware of a situation. Personally upholds standards of excellence instead of having standards told to them. Takes action that goes beyond job requirements in order to satisfy objectives.
Teamwork	Participates in team processes and supports team decisions. Shares all important information with team members and keeps people up to date on progress. Asks for advice from other team members. Promotes team's good work to people inside and outside the office. Own behaviour gains respect and loyalty of the team.