

## JOB ADVERTISEMENT

**Job Title:** Bamba Divisional Assistant

**Department:** Programs

**Reporting to:** Community Liaison and Football Officer

**Location:** Moving The Goalposts, Mnarani – Kilifi County.

**Vision:** A fair, just and inclusive world where girls and young women's rights are acknowledged, respected and realized.

**Mission:** To positively influence communities by working with them to provide skills and opportunities for girls and young women to achieve their full potential through football.

**Values:** We believe that the essentials for football success - **teamwork, fair play, acceptance of winning and losing** foster attitudes that promote - **integrity, honesty, responsibility and transparency**. We believe that girls should enjoy equal rights and opportunities so as to reach their full potential.

### Job Purpose

Develop and implement the delivery of MTG leagues; administration and management

**“Confidence is a massive part of success in football. If you believe in yourself and your team, you can achieve anything.” – Rio Ferdinand**

At Moving The Goalposts, we enable you to believe in yourself and to work with a team that will help you grow professionally.

Moving The Goalposts is a pioneer sport for development organization founded in 2002 to empower girls and young women through football. The organization works with girls and young women between the ages of 9 to 25 years in the Coastal Region of Kenya notably, Kilifi, Mombasa, Kwale, and Tana River. MTG’s purpose is to strengthen the voice, impact, and influence of girls and young women by providing opportunities for them to play football, take on leadership roles, and learn about their rights and how to claim those rights, with a focus on sexual reproductive health and choice.

MTG contributes to this aim by making football an area of opportunity for girls, enabling community stakeholders to champion girls’ rights, and through strategic alliances that promote this goal.

## **Duties and Responsibilities**

### **1. Community Mobilization**

- Identify fields and coordinate with local leadership for use
- Annual enrolment of girls and mobilization for activities and events.

### **2. Manage and support field activities**

- Manage attendance and participation of every girl enrolled in the program and report in good time cases of school dropout, early marriages or girls who go missing from their homes and the program.
- Collect data of matches played and inventory from league field leaders
- Collect data of league fixtures, standings and results from league field leaders
- Manage and ensure efficient supply of all league related materials and equipment's in the Division fields
- Manage League field risk register especially the risk to injuries.

### **3. On behalf of the Education and Livelihoods Section**

- Support the Education and Livelihoods Officer in the collection of candidates results and support in tracking of the transition rates for the girls.

### **4. Relationship development with stakeholders**

- Engage with parents, school leadership, community leaders to build support for MTG programs
- Conduct sensitization on forums with parents and relevant stakeholders on inclusion of all girls and young women

### **5. Volunteer management**

- Be responsible for identification, management and stipend payments relevantly for volunteers in the Division

### **6. Liaison with Football Officer**

- Coordinate all Football events; Primary School tournament, Secondary School tournament, girls with special needs events, MTG Annual Tournament
- Identify participants and ensure that due process is followed in engaging them during the residential trainings in April and August

### **7. Monitoring and Evaluation**

- Tracking player participation
- In consultation with the Community Liaison and Football Officer, track girls' talent development
- In consultation with the M&E Assistant, identify most significant change stories.
- Quarterly learning and reflection forums with players and stakeholders to inform programming
- Keep an inventory of all matches played in leagues, tournaments and during events in their division.

### **8. Reporting**

- Use MTG reporting framework, including lessons learnt and best practice
- Prepare Training and Event reports.
- Document lessons, case studies and success stories of Inclusion in MTG's activities/programs

### **9. Financial Management**

- Provide information required for monthly budgets
- Account for cash imprests for paying girls transport reimbursements

## Qualifications and Experience

- Form Four Certificate and above
- A Certificate or Diploma in community development, social work or any other relevant training will be an added advantage.
- 2 years' Experience in the field of community development
- Fluent in English and Kiswahili
- Knowledge of local dialect/ vernacular language is helpful
- Program implementation experience
- Computer and report writing skills
- Interest in working with girls and young women.
- Experience in Playing Football is an added advantage
- Trained on children's rights
- Communication and facilitation skills
- Public relations skills
- Resource mobilization
- Project Management
- Organizational & coordination skills
- Counselling skills

## Application Process

Applications, along with a detailed CV, should be submitted to Moving The Goalposts no later than 20th February 2025. Please address your application to the Human Resource & Admin Manager at [humanresource@mtgk.org](mailto:humanresource@mtgk.org). Ensure that the subject line clearly indicates the position you are applying for. Kindly note that only shortlisted candidates will be contacted. **Interviews will be on a rolling basis**

**Safeguarding:** We are committed to safeguarding and protecting children and young adults and as such candidates will be subject to pre-employment checks.

**Equal Opportunity Statement:** Moving The Goalposts does not discriminate in employment on the basis of race, age, color, religion, sex (including pregnancy and gender identity), political affiliation, sexual orientation, marital status, or disability. MTG alumni are encouraged to apply.

**Moving The Goalposts does not charge any fees at any stage of the recruitment process.**