



MOVING THE GOALPOSTS

EMPOWERING GIRLS THROUGH FOOTBALL | KILIFI, KENYA

Moving The Goalposts is a sport for development organization established in the 2002 in Kilifi. The organization uses football to empower girls in the rural and urban areas of Coastal region. MTG envisions a more inclusive, just and peaceful world where girls' and women' human rights are acknowledged respected and realized. It uses a rights-based approach and focuses primarily on sexual and reproductive rights, health and choices. More than nine thousand girls (aged 9 –25 years) participate in tournaments and ongoing leagues in Kilifi, Mombasa, Kwale and Tana River Counties. MTG leagues are youth-led and managed and include girl advocates that promote health sexual choices, financial independence and female leadership. Girls are also encouraged to take up more leadership roles in their Communities.

The organization seeks to fill in the following position;

Post Title: *Divisional Assistant – Ganze Division*

Reporting to: *Leadership Development Coordinator*

Job Purpose: To coordinate and supervise all MTG field activities in Ganze division as she engages community members and key partners in the division for the interest of the girls and organization.

Duties and Responsibilities:

1. League Formation/establishment and Management

- Coordinate with MTG field committees in Ganze Division, Kilifi County the annual registration of girls to participate in MTG leagues.
- Ensure timely formation of teams and league standing for timely kickstart of league matches.
- Lead community entry during expansion process into new areas where need be

2. League field activities Implementation

- Coordinate democratic elections of field committees, team formation, election of leaders and participants to trainings and any other opportunity available for girls from the division
- Monitor and support fields to play quality league matches, ensure that fields organize friendly matches and quality delivery of all MTG activities by trained

leaders in the fields-: coaches, safe guarders, field leaders, referees, peer educators, coaches-health, first aiders and any other project.

- Train and inform leaders, players volunteers, parents, visitors and any stakeholder working in partnership with to understand the MTG child protection policy in the division and uphold child safeguarding standards while participating in MTG activities
- Ensure sufficient supply and management of MTG League equipment including; Match reports, footballs and first aid kits at the assigned league fields.
- Conduct regular audits in MTG fields to check compliance of leagues to fair play, girls playing in appropriate age categories and effective implementation of league rules and code of conduct.

3. Tournaments

- Mobilize and recruit teams to participate in MTG annual school tournaments (Primary school, secondary school and special needs event)
- Organize and chair divisional teachers/coaches meeting.
- Oversee compliance of the MTG code of conduct and tournament rules during Organized MTG tournaments

4. Capacity building

- Conduct field leaders and field committees' trainings
- Conduct meetings for players, field leaders and field committees
- Organize and facilitate parents and stakeholders on girl's rights and leadership development

5. Relationship building and management/Stakeholder management

- Network, partner and give contribution in forums and meetings organized by community-based organizations, Non- governmental organizations and government ministries in the division, including regular representation of MTG in AAC meetings in the sub-county.
- Lobby and advocate for MTG girls in Ganze division to access, reproductive health services, leadership opportunities in and outside MTG
- Build a team of stakeholders and partners in the community to support the achievement of MTG goals and objectives
- Represent the organization at the divisional level forums

6. Reporting

- Keep an inventory of all Matches played during MTG tournaments and leagues and share reports for the same weekly
- Develop and submit quality and timely weekly, monthly, quarterly and annual divisional reports
- Collect data and information and share it with MTG to ensure they contribute to informing MTG design of programs and projects
- Document success stories and case studies

7. Planning and Financial Management

- Weekly budgeting and accounting for activities planned for and implemented
- Develop monthly, quarterly and annual budgets and plans of MTG league program to your supervisor to guide activities implementation.
- Efficiently manage MTGs resources
- Actively participate in the departments planning processes

8. Resource Mobilization

- Development of Concepts to mobilize for resources
- Identifying and mobilization of locally available resources to support program activities implementation in the division.

Qualifications:

- Form Four Certificate
- A Certificate or Diploma in Community development, sports science, social work or any other relevant training will be an added advantage
- Previous experience in community work is desirable
- Computer and Report writing skills
- Interest in working with girls and young women.
- Fluent in English and Kiswahili
- Experience in Playing Football is an added advantage
- Girls and Women are encouraged to apply

Application process

Application letters accompanied by a detailed CV should reach MTG on or before 8th **November, 2019** addressed to the Finance & Admin. Manager or send an e - mail to humanresource@mtgk.org. Ensure that the **subject** is clear with position advertised. **Only shortlisted candidates will be contacted.**