



## **DIVISIONAL ASSISTANT - GANZE**

Moving The Goalposts is a sport for development organization established in 2002 in Kilifi. The organization uses football to empower girls in the rural and urban areas of the coast region. MTG envisions a more inclusive, just, and peaceful world where girl's and women's human rights are realized and protected. It uses a rights-based approach and focuses primarily on sexual and reproductive rights, health, and choice. 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 healthy sexual choices, financial independence, and female leadership. Girls are also encouraged to take up more leadership roles in their communities.

To further its mission, Moving the Goalposts seeks to recruit a Divisional Assistant to support programs.

**Post Title:** Divisional Assistant - Based in Ganze

**Reporting to:** Community Liaison Officer

### **Job Purpose:**

Supports MTG's management of the delivery of League Field based activities including the administration of the MTG leagues and maintenance of relationship with stakeholders inclusive of parents/guardians and duty bearers at the Divisional level

### **Main Roles 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 and ensure efficient supply of all league related materials and equipment's in the Division fields

*Empowering girls and young women through football.*



- 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.

### **3. On behalf of the Football Officer**

- Collect data of matches played and inventory from league field leaders
- Collect data of league fixtures, standings and results from league field leaders
- Supply and management of field equipment

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

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

### **5. Volunteers management**

- Be responsible for identification, management and stipend payments for volunteers in each field

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

- Coordinate all Football events; Primary School tournament, Secondary School tournament, girls with special needs events, MTG Annual Tournament
- Coordinate all Residential trainings in April August and November

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

- Tracking player participation
- In consultation with the Football League Officer, track girls talent development
- In consultation with the M&E Assistant, identify most significant change
- 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



### **Academic Qualifications;**

- Diploma in Social studies or Diploma in Community Development or any other relevant qualification of at least 2 years' experience.

### **Skills & Experience:**

- Minimum of 2-5 years of relevant experience in a community mobilization
- Fluent in Kiswahili and ability to communicate in Giriama language
- Excellent verbal, written, and interpersonal skills.
- Good planning, organizational, and skills
- Good negotiation and public relations skills
- Proficient in Microsoft Office

### **Method of Application**

Application letters accompanied by a CV – 2 pages maximum, should reach MTG on or before COB 21<sup>st</sup> July 2023, through this link- <https://forms.gle/Ha9juyp8ohedXDjx6>  
Please note that due to the many applications we may receive, only shortlisted candidates will be contacted.

**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.

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

Only qualifying Candidates will receive a written response by 4<sup>th</sup> August 2023.