1. Post Title: Divisional Assistant – Tana Delta Sub-County

Reporting to: Community Liaison Team leader – Tana River County

Job Purpose: To Coordinate and supervise all MTG field activities in Tana Delta Sub-County

Duties and Responsibilities:

* Under the guidance of Tana River County Team Leader identify communities to implement MTG programs.
* To Coordinate with MTG field committees in Tana Delta Su-County the annual registration of girls to participate in MTG leagues.
* 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.
* Mobilize and recruit teams to participate in MTG annual school tournaments (Primary school, secondary school and special need event) and organize divisional teachers/coaches meeting.
* Organize meetings and trainings for parents and stakeholders in the league fields and in the community.
* 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 Tana Delta sub-County.
* Monitor and support fields to play quality league matches, tournaments ensure that fields organize friendly matches and quality delivery of all MTG activities by trained leaders in the fields, coaches, field leadership, refereeing, peer education, Tackle Africa coaching program, first aid and any other project.
* Organize parents’ trainings and other community Fora.
* Organize and lead players’ meetings.
* Implement MTG child protection policy and ensure that all leaders, players volunteers, parents, visitors and any stakeholder working in partnership with MTG in the division are aware and uphold child safeguarding standards while participating in MTG activities
* Advocate for platforms where MTG girls in your division can showcase their skills.
* Build a team of stakeholders and partners in the community to support the achievement of MTG goals and objectives

**Qualifications:**

* Form Four Certificate and above
* Computer and Report writing skills
* Interest in working with girls and young women.
* Fluent in English and Kiswahili
* 2 years’ Experience in the field of Community Development
* Experience in Playing Football is an added advantage
* A Certificate or Diploma in Community development, social work or any other relevant training will be an added advantage.
* Local people in Tana Delta Sub-County are encouraged to apply
* Girls and Women are encouraged to apply

**Application process**

Application letters accompanied by a detailed CV should reach MTG on or before **24th February 2018** addressed to the Finance & Admin. Manager or send an e - mail to [humanresource@mtgk.org](mailto:humanresource@mtgk.org). Ensure that the **subject** is clear with position advertised. **Only shortlisted candidates will be contacted.**