



Moving the Goalposts (MTG) 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 coastal region. MTG envisions a more inclusive, just and peaceful world where girls' and women' 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 annually. 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.

To further its mission, Moving the Goalposts seeks to recruit a **Programs & Advocacy Manager** to support program and as well as advocacy initiatives.

Post Title: Program & Advocacy Manager - Based in Kilifi

Reporting to: Executive Director

Job Purpose: Manage and oversee all operations of program and advocacy initiatives activities at MTG Kilifi, as a member of the Senior Management Team, with supervisory responsibilities.

Main Roles and Responsibilities

1. Management of programs

- Oversee, plan, coordinate and monitor day to day program activities
- Liaise with the Executive Director on strategy and policy development
- Write concise, accurate reports
- Ensure timely production of narrative reports for donors
- Assign all program budgets to appropriate donor budget lines and approve monthly budgets for authorization by the Executive Director
- Support the Executive Director in funding, networking and building partnerships
- Support Executive Director in Annual Review and Planning exercises

2. Advocacy

- Development of evidence-based advocacy messaging including collection and analysis of relevant data that advises MTG' advocacy on girls and women empowerment in line with gender equality and access to health, education and equal opportunity in playing sports (football).
- Development and publication of advocacy communication materials in advancing girls and women rights and empowerment for internal and external use.

Empowering girls and young women through football.



- Engage with policy makers to influence policy development or review and implementation geared towards advancing girls and women rights, inclusion and participation particularly in the area of health, education and sports.
- Development and review of MTG's Inclusion policy
- Ensure compliance and implementation of the Inclusion policy
- Lead the development and review of advocacy briefs and tools.

3. Child Safeguarding

- Develop and oversee the continuous updating of a detailed Child Safeguarding policy relevant for use by every employee cadre in MTG - to be shared in the HR policies and procedures manual.

4. Management Role

- Deliver on strategic plan strategic objectives
- Up to date policies to government program management e.g. through focus on national and international engagement on football policy and education.

5. Staff Management and development

- Supervise coordinators and Child Protection Office
- In liaison with HR Manager, develop and implement a system for evaluating the skill, experience and professional development needs of all program staff
- In liaison with the HR Manager Implement a professional development program to address employee experience and skill gaps
- Work with staff to develop objective performance measurements to ensure consistent, high-quality evaluation and goal setting for all employees
- Instill a sense of accountability among team members with tight oversight of individual and organization performance standards
- In liaison with the HR Manager, recruit, hire, and oversee training and orientation of all program staff members

6. Resource Mobilization:

- Supervise concept notes and of proposals by project coordinators
- Support Executive Director in identifying and reaching out to new partners.



7. Financial management:

- Develop, review and monitor budgets for team in consultation with Finance Manager and Project Accountant as relevant.
- Approve budgets & requests, Grant financial reports and submission to donors.

8. Grants Management

- Liaise with the Finance Manager to ensure that project staff are aware of grant conditions
- In liaison with the Finance Manager ensure expenditure is in line with approved donor budgets
- Monitor reporting by project staff for donors to ensure timely preparation

9. Stakeholder & Donor relations:

- Manage communication with donors and represent MTG in various forums, meetings, and conferences
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10. Monitoring & Evaluation

- Quality assurance of reports to donors; and monthly, quarterly and annual organization reports in line with the strategic plan

11. Limit of authority:

- Can recommend major changes to Programs but must be approved by the Executive Director and by the Board.
- Any change in personnel in the Programs & Advocacy department must be carried out in liaison with the HR Manager and be approved by the Executive Director

12. Board engagement:

- Participate and serve as Secretary to Board Program and Resource Mobilization Committee, take notes and follow up on key actions

Academic Qualifications;

MUST be a Bachelor's degree holder in Public Policy, Project Management or Sociology



Skills & Experience:

- At least 5 years' experience with 3 years in relevant or similar senior management position
- Understanding of policy making at national, regional and global levels (in youth, women, sports and/or livelihoods)
- Interest in sports for development
- An appreciation for gender development practices and tools
- Good strategic and work planning skills
- Knowledge of rights based and results-based planning and management approaches an advantage
- Excellent English communication skills, good Swahili an advantage
- Demonstrated excellent English writing abilities
- Integrity, Commitment and professionalism
- Ability to provide leadership supervisory support to multi-disciplinary and high performing teams
- Good networking and partnership building skills
- Ability to work in fast paced environment

Application process;

Application letters accompanied by a detailed CV should reach MTG on or before COB **15th November 2021** addressed to the Human Resource & Admin. Manager. The email to be sent to **humanresource@mtgk.org**. Ensure that the subject is clear with position advertised. 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 nor disability.