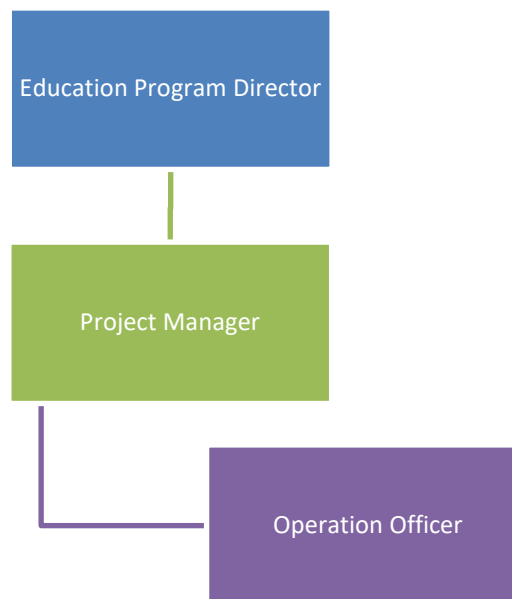


Position Name (Title) :	Operation Officer	Position Level:	G8
Reporting to (Title) :	Project Manager	No. of Direct Reporters:	0
Version:		Sector /Department/Section :	

Position Reporting Lines



Main Job Purpose

- Act as a focal point for all project’s activities and ensure proper coordination with MoY and other partners.
- Perform all monitoring & evaluation activities in coordination with different unit heads

Objectives

- Smooth internal & external project performance
- Ensure proper problem solving in training implementation.
- Ensure proper coordination of all project activities under the supervision of the project manager

Accountabilities

1. Provide proper inputs in producing annual work-plans, concept notes and reports;
2. Work with project partners to develop operational plans based on annual project plans
3. Provide accurate and timely information for Project Manager and unit heads on project progress using appropriate M&E tools.
4. Conduct Spot Check visits to monitor the implementation of the cascading of trainings with the different partners in the field.

5. Consolidate data from unit heads and draft periodic and ad-hoc reports for project stakeholders
6. Track project deliverables using appropriate tools
7. Constantly monitor and report on progress of the project to all stakeholders
8. Implement and manage regional project changes and interventions to achieve project outputs

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Other Project Teams and Unit Heads 	<ul style="list-style-type: none"> • Trainers (MoY – MCIT – MoETE and others) • Youth and Trainees • Partner Organizations • Governmental Entities

Working Environment

The position follows the normal working environment of the organization.

Indoor: 60%

Outdoor: 40 %

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

Position Dimensions

POSITION DIMENSION	
Level of Authority	Minor Judgement Within Guidelines
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Team

Job Requirements

Education:	<ul style="list-style-type: none"> Bachelor degree preferably in Business Administration or any related field
Experience:	<ul style="list-style-type: none"> 5+ years of experience in performing coordination activities in related projects Solid experience in handling problems and providing solutions Excellent time management skills and ability to multi-task and prioritize work
Computer Skills	<ul style="list-style-type: none"> Strong computer literacy
Languages:	<ul style="list-style-type: none"> Good command of workplace English with the ability to effectively communicate information and ideas

Signatures

Employee		
Manager		
Human Resources		