



## WELCOME TO OUR EXCITING OPPORTUNITIES

The Ministry of Youth and Sports is looking for talented, inspiring and committed individuals who can contribute and offer invaluable services to our stakeholders. If you know your interests lie in the areas of Sports and Youth Development, then you are the person we are looking for to fill the following positions:

### **JOB DESCRIPTION: Program Officer, Sexual and Reproductive Health and Rights (Vacancy: 04/2019)**

#### **CORPORATE INFORMATION**

**Position Status:** Project Position

**Salary:** \$25,000/year funded by UNFPA

**Contract:** Renewable yearly Jan - Dec., ends Dec. 2022

**Location:** Nasoqo House, Suva

**Reports to:** Manager Knowledge Management Unit

**Liaises with:**

**Internal:** Permanent Secretary, Divisional Managers, Youth Officers, YTC staff, KMU research and M&E, Finance

**External:** United Nations Population Fund, CSO stakeholders, graphic designer and print house

**Subordinates:** None

#### **POSITION PURPOSE:**

This position oversees the Sexual and Reproductive Health and Rights program, including program delivery, yearly work plans and budgets, staff training and program assessment and improvement.

#### **Key Duties:**

- Ensure the development of yearly work plan with UNFPA
- Preparing the Quarterly report of activities and finances
- Organize yearly Training of Trainers and Refresher training for MYS officers
- On-going support for SRHR facilitators to develop skills and plan program delivery to target audience
- Develop program materials as needed and maintain supplies of materials
- Conduct impact assessment of program activities
- Track expenditures and cash flow to ensure activities are properly funded and within the required budget
- Develops new partnerships with CSOs to support SRHR delivery to staff and young people
- Represents and advocates for SRHR as an integral part of positive youth development, and ensures it's inclusion in Ministry operations plans

#### **Key Performance Indicators:**

- Yearly work plan signed by PS and UNFPA be implemented
- Quarterly: report of activities and expenditures completed, request for quarterly disbursement

- Funds requested quarterly from UNFPA accounted for
- MYS maintains SRHR trained officers in each division
- SRHR programs are offered in all divisions, at all youth training centres, with special attention to underserved populations
- SRHR impact assessments are conducted and reviewed with MYS officers. Impact assessments are used to identify program improvements.

### **Person Specification:**

The successful candidate should have a bachelors' degree in social science from a recognized institution in youth and/or community support and/or public health or similar. The following knowledge, experience, skills and abilities are required to undertake this role successfully.

- **Knowledge and Experience**
  - Relevant practical and theoretical work experience in youth development, sexual and reproductive health and rights and program administration.
  - Demonstrated experience in developing and implementing work plans and strategic goals.
  - Demonstrated experience in developing and managing all aspects of a program budget.
  - Demonstrated excellence at cultivating relationships between organizations, including government and CSOs.
  - Knowledge of and passion for providing high quality, comprehensive sexual and reproductive health and rights programming
  - Knowledge and experience in using qualitative research methods in program assessment
- **Skills and Abilities**
  - Leadership abilities, including the ability to develop and communicate a program vision to various stakeholders
  - Ability to work collaboratively with MYS stakeholders to implement program objectives.
  - Ability to work as a team player and independently as needed.
  - Candidate must be self-motivated in creating and implementing SRHR program activities.
  - Detail-oriented in managing budget and expenditures
  - Excellent written and verbal communication skills with a wide variety of audiences.

*For detailed job descriptions and information package for the above positions please visit our website: [www.youth.gov.fj](http://www.youth.gov.fj) or email [peni.vasuturaqa@youthandsports.gov.fj](mailto:peni.vasuturaqa@youthandsports.gov.fj)*

Applications are encouraged from all eligible, qualified applicants. Only the specific knowledge, experience, skills and abilities required for the job will be considered in assessing the relative suitability of applicants.

### **WHERE TO SEND YOUR APPLICATION**

Applications should be submitted using the Ministry's Application Form, a 2 page covering letter, must include your curriculum vitae and the names of 2 referees. Applications should be marked with the specific vacancy number for the post for which you are applying and the title and sent either by post, hand delivered, or email [mys.recruitment@youthandsports.gov.fj](mailto:mys.recruitment@youthandsports.gov.fj) no later than **4.00pm on 2 August, 2019**

**Please send to:**  
**Ministry of Youth and Sports**  
**G PO BOX 2448**  
**Government Building**  
**Suva**

**OR**

**Hand Delivery to:**  
**3 Gordon Street**  
**Nasoqo House**  
**Suva**

