



JOB DESCRIPTION

PROJECT OFFICER (PACT PROJECT) – SKILLSHARE CONSORTIUM

Job Title Project Officer – (PACT) Skillshare Consortium

Level of Effort 100%

Location(s) Maseru (Lesotho)

Terms Fixed Term Contract (13 months)
Commences July 2017 and ends 31 June 2018

Job Purpose

To manage the film production and Screenings for the SKL Led Consortium Pact Project (*Stepping up universal access: A multi-Sectoral partnership to HIV prevention at the community level*), that focuses on up scaling AGYW Prevention interventions across the four districts in Lesotho being Mafeteng, Mhales' Hoek, Qacha's Nek and Quthing.

Main Duties and Responsibilities:

- Project management, logistics and co-ordination
- Establish strong relationships with District coordinators and Peer Educators
- Prepare/ write the final report as per the project objectives
- Work closely with the Sub recipient R and Sub-Sub Recipient
- Consult with management and the Board of Director on strategic intervention and best practices

Requirements

- A Master's Degree in Project Management or Social Science
- Experience in managing NGO projects

- Strong analytical and reporting skills;
- Good understanding of rural Community structures
- Strong interpersonal skills
- An excellent communicator
- Resilience and ability to work under pressure
- Write and Read in Lesotho's official languages (Sesotho and English)
- Computer Literacy is essential
- Must have a valid driver's license
- Qualifications on Research methods will be an added advantage
- Experience with SM&D's methodology and practice will be an added advantage

Supervision Received

The post holder reports to SM&D Director Programmes/ Pact Project Manager.

HOW TO APPLY:

Please submit a current CV, along with a cover letter that addresses how you meet the necessary qualifications and outlines why you want to work for Skillshare Lesotho, to info@skillshare.org.ls and copy maboitelojobo@yahoo.co.uk and john.t@skillshare.org.ls. In the Application indicate your district of Preference- Choose Mochale's Hoek, Quthing or Mafeteng.

Please include "**Project Officer**" in the subject line of the email.

For hand delivered applications

Address the Applications to the;

Executive Director

Skillshare Lesotho

PO.BOX 269 Maseru

42b Old Europa

UN Road, Opposite Maseru Golf Club

Deadline for applications: 16th June 2017 at 4:00PM.