



## SILAKA Job Description

### Youth Coordinator

As of 08 August 2018

#### Summary Responsibility:

<b>Position Title</b>	Youth Coordinator (YC)	<b>Over all Responsibilities</b>
<b>Responsible to</b>	Project Manager	S/he is responsible for overall management, development, implementation, networking and directly supervise all activities under the youth component of CLOSE GAP Project.
<b>Supervise</b>	Assistance to Youth Coordinator	

**Monthly salary range: \$600 - \$700**

#### Detail Tasks:

- *Overall management of youth component- Close-Gap project*
  1. Oversee the overall planning and management of the project activities in youth component to meet the project goals and objectives;
  2. Coordinate with other staffs of CLOSE GAP project to ensure project's objective are meet;
  3. Mobilize, recruit and mentoring youth in 5 target provinces;
  4. Build good relationship with youth and different stakeholders engaged in the project;
  5. Initiate and facilitate the development of youth training and youth outreach activities;
  6. Work with grant manager in providing small grants to youth groups;
  7. Mentoring youth group in implementing small grants;
  8. Supervise the Assistant to Youth Coordinator according to her/his job assignment and responsibilities;
  9. Report the result, challenges and lessons learned of youth activities to project manager;
  10. Initiate and call for regular meeting of relevant stakeholders to the project committees and supervise the implementation of all decision;
  11. Assign the Assistant to Youth Coordinator to Initiate and organize youth reflection meeting;
  12. Monitor the input of data collected to be used for monitoring and evaluation system of the project;
  13. Produce monthly article with pictures to Communication Officer for media posting;

14. Coordinate with Communication Officer to produce media platform for discussion and information sharing; and
15. Other task as assigned by Project Manager.

**Key skills and qualifications:**

1. Be a local applicant with at least 2 year experiences in working with youth and project implementation, preferably in the non-profit sector;
2. Has at least a graduate degree or comparable experiences in the field of social sector;
3. Shown ability in understanding gender issue and youth empowerment;
4. Knowledge of the government agencies and women machinery;
5. Be honest and believe in equality, human rights and women rights;
6. Shown ability to conduct and facilitate project and financial planning;
7. Possess leadership skills, ability to work in team, and facilitate youth's actions to meet project goal;
8. Excellent presentation and communication skills with local community, youth, CSO colleagues' leaders, government agencies;
9. Knowledge on financial management and familiar with donor requirement;
10. Ability to solve problems, not limited to logical reasoning, analysis, critical thinking, making decision and risk mitigation; and
11. Fluent in speaking, writing and reading and high quality report writing in Khmer and English; Women are encouraged to apply.

To apply for the position, please send in cover letter, with a filled SILAKA job application form, and a most update CV to [silaka@silaka.org](mailto:silaka@silaka.org) by August 31, 2018 or until position is/are filled. Short list of applicants will be notified by the mid of September 2018. Successful applicants should be able to start working by the beginning of October 2018.