



VACANCY NOTICE: REGIONAL COORDINATOR

Duty Station: Bulawayo, Zimbabwe

Organisational Unit: Programmes Department

Type of Appointment: Fixed-term with possibility of extension based on performance

Closing Date: 14 August 2024

JOB DESCRIPTION

General Functions: Under the direct supervision of the Programmes Manager, in coordination with other Programme Units; the successful candidate will be expected to work on a full-time basis during the assigned period. Among other regional administrative duties, he/she is expected to:

- Facilitate and maintain regular communication with members in the region.
- Update and maintain the membership database, and other relevant partners.
- Establish professional relationships with members, partners, and other key constituencies.
- Administer the Regional Office filing system, maintaining, logging, filling, and updating records in the prescribed format for subsequent use.
- Coordinate monitoring efforts, measuring results and impact of programs, and activities in liaison with the head office including reporting on developments and trends in the Region.
- Provide operational and logistical support towards the implementation of project activities and the fulfillment of Regional Office obligations.
- Facilitate dialogue and engagement platforms between NANGO and key stakeholders including government officials, parliamentarians, development partners, and the private sector in the Region.
- Contribute to the development of strategic alliances and networks between and among NGOs and other key stakeholders.
- Represent the association at high-level dialogue and engagement fora and meetings with the Government of Zimbabwe and other stakeholders from the public sector, private sector, and civil society in the Region.
- Contribute to fundraising efforts for the region to function optimally.
- Facilitate governance processes at the regional level such as Annual General Meetings (AGMs) and Board Meetings liaison with the Regional Executive Committee (REC).

REQUIRED COMPETENCIES

Professionalism: Strong communication and analytical skills and ability to rapidly process and integrate diverse information from various sources; proven ability in advocacy, management, writing, and editing to meet tight deadlines; thorough knowledge of development issues, understanding of, and experience in, dealing with the media.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

Planning and Organising: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

EDUCATION

A University Degree in Law, Public Policy Analysis, International Relations, Development Studies, or a related field is preferred. An Advanced University Degree/ Master's Degree will be an added advantage.

WORK EXPERIENCE

- A minimum of four (4) years of experience either in legal analysis, public policy analysis, national development work, public social accountability, democracy and governance, and civic space including experience in project management in the NGO Sector as an added advantage.
- Previous experience working with and through development partners.
- Demonstration of knowledge and understanding of local and international NGOs operating environment.
- Knowledge of both Ndebele and Shona is an added advantage.

HOW TO APPLY

Interested prospective applicants send a motivational letter, curriculum vitae, and copies of academic certificates to ngorecruitmentzw@gmail.com cc admin@nangozim.org with the subject line **WESTERN REGION COORDINATOR 2024** on or before **14 August 2024**. Applications received later than the deadline will be automatically disqualified.

Commitment to Gender Equality and Social Inclusion (GESI)

NANGO is committed to Gender Equality and Social Inclusion (GESI) in all aspects of our work. We actively seek to create a diverse and inclusive workplace that values the unique contributions of individuals from all backgrounds, including women, persons with disabilities, and marginalized communities. Our GESI approach ensures that our programs and policies promote equitable opportunities and outcomes for all, fostering an environment where everyone feels respected and empowered to thrive. We encourage applications from qualified candidates who share our commitment to these principles.

No Fees for Vacancy Applications

NANGO maintains a firm policy of not charging any fees for vacancy applications. We believe in equal access to opportunities and strive to ensure that all qualified candidates can apply for positions without financial barriers. We encourage everyone to report any solicitation of payment or fees during the application process, as this goes against our commitment to fairness and transparency. Rest assured, all applications submitted to NANGO are reviewed based solely on merit and qualifications.