



**Young Africa**  
Empowering Youth

## **Overseas Placement Opportunity with SERVE**

**Position: SERVE Monitoring & Evaluation Officer with placement partner, Young Africa International, Harare, Zimbabwe**

### **1. Introduction**

[SERVE](#) is a development and volunteering organisation committed to tackling the root causes of poverty to achieve justice, equality and opportunities for all. Since 2003 SERVE has worked in solidarity with communities living in poverty, supporting initiatives in Southern Africa, South-East Asia and South America. Inspired by the belief that "Solidarity In Action" can improve the lives of the most vulnerable, SERVE's mission is to work in partnership to strengthen the livelihoods of young people and communities living in poverty by providing high quality vocational and educational learning opportunities, helping young people gain employment or start and develop their own businesses. The organisation is incorporated in the Republic of Ireland under the Companies Act and is a registered charity.

This Monitoring & Evaluation Officer position is being offered in partnership with [Young Africa International](#), who are based in Harare, Zimbabwe. SERVE have been partners with Young Africa since 2007. The mission of Young Africa (YA) is the integral development of underprivileged youth - young people are empowered through skills training for employability and entrepreneurship. YA teaches them skills of the hands to make them self-reliant, skills of heart and mind to live with dignity and responsibility, skills of the soul to live with purpose. YA runs holistic vocational training programmes in Zimbabwe, Mozambique, Botswana, Zambia, Malawi and Namibia. YA HUB is based in Harare and focuses on expansion of the YA model, providing support to existing YA affiliates and offering training and consultancy to other NGOs. YA International has an international team at two locations, the HUB in Harare and a supporting office in Amsterdam, the Netherlands.

### **2. The Role**

SERVE and Young Africa are seeking a skilled individual to take up the role of SERVE Monitoring & Evaluation Officer with Young Africa HUB at their office in Harare, Zimbabwe. The ME Officer will fulfil duties for SERVE and Young Africa.

The **key tasks** for SERVE include:

1. Supporting the implementation of SERVE's Development Programme (SDP) 2018 to 2021 which is being implemented in Zimbabwe and Mozambique, especially in the areas of Monitoring & Evaluation and proposal development;
2. Supporting the development of a new SERVE Development Programme from 2021 onwards;

3. Fulfilling a leadership role on SERVE volunteer programmes in southern Africa;
4. Engagement with other SERVE/Dublin Province of the Redemptorist partners in Zimbabwe, especially Mavambo Trust;
5. Supporting the development of new partnerships in Southern Africa where appropriate.

The **key tasks** for Young Africa include:

1. Undertake Young Africa's Monitoring & Evaluation work; involving (i) administering the generic YA-wide M&E system covering YA projects in 5 countries and (ii) taking up project-specific M&E role for all projects where YA International is the Grant Holder (average 4 to 5 projects at a time, being implemented in multiple countries). This work involves facilitating the gathering of baseline and graduate follow up data using the YA M&E digital tool, analysing the data and compiling periodic M&E reports.
2. Provide content to Young Africa's PR and Communications Team;
3. Provide data to Young Africa in writing project proposals and reports;
4. Accompaniment of individual and groups of volunteers from Young Africa;
5. Be a member of the YA research team
6. Any other assistance needed at the YA HUB

The ME Officer will be managed jointly by SERVE's Development Programme Manager and Young Africa's Head of Programmes.

### **3. Proposed Starting Date and Length of Assignment**

The proposed starting date is **early November 2020**. SERVE will provide a pre-departure training programme. It is our intention that there will be overlap with the current role holder to ensure a good orientation and handover. In light of the COVID-19 pandemic, the schedule of this placement may be subject to review based on international travel advice and the health & safety guidelines for Ireland and Zimbabwe.

It is SERVE's and Young Africa's intention that the length of the assignment will be at least 12 months. The ME Officer position is being supported with funding from Irish Aid and funds are in place until mid-2021.

**Please be aware that the role is dependent on a successful application for a Temporary Employment Permit (TEP) to the Zimbabwean Department of Immigration.** Certified copies of key documents will be required to complete the application. It may be necessary to travel to the Zimbabwean Embassy in London. SERVE and Young Africa will provide guidance on the application process but **cannot guarantee** a successful TEP application. SERVE will pay the costs for the TEP process. If the TEP process is not successful, the placement cannot proceed.

#### **4. Candidate Profile**

It is preferred that the candidate has the following profile:

- Languages: fluent English (essential); willingness to learn Portuguese (for work in Mozambique);
- Academic education: Third Level Qualification in a relevant discipline; Degree in International Development with experience in Monitoring & Evaluation is strongly preferable;
- Minimum of 2 years work experience in the development, voluntary or community sector, with a strong preference for experience in Monitoring & Evaluation and understanding of the Results Based Management approach to development;
- Minimum age 23 years (at time of assignment);
- Minimum availability of one year;
- Drivers license is essential;
- **Personal characteristics:** Independent worker; Optimistic; Energetic; Pro-active; Flexible approach to work; Resilience and willingness to work in a challenging environment; and
- **Skills:** Competence in Monitoring & Evaluation/RBM processes is an advantage; Data analysis skills; Good computer skills including using databases; Writing skills to support proposal development/report writing; Capable of organising programmes and small events;

#### **5. Terms and Conditions**

SERVE and Young Africa offer the following terms and conditions to the successful candidate:

- A monthly allowance of €1,200 - €1,600 (depending on experience) to cover living costs within Zimbabwe;
- Free accommodation at the YA HUB in Harare;
- Two return flights from Ireland to Zimbabwe if the assignment is 12 months;
- Comprehensive insurance cover;
- Training courses focused on Monitoring & Evaluation;
- Access to a vehicle within Zimbabwe;

#### **6. Application Process**

Interested candidates are invited to submit a one-page cover letter and a CV (including two references) to [john@serve.ie](mailto:john@serve.ie) by 5pm on **10<sup>th</sup> August 2020**.

The interview process will include face to face/online interviews with SERVE staff in Ireland and online interviews with Young Africa International staff in Zimbabwe. Prospective candidates will also have an opportunity to speak with the current role holder.