

Employment Opportunities



1. Program Coordinator, Violence against Children Department

Full time, permanent, competitive salary with excellent benefits

Raising Voices is seeking a dynamic, experienced individual to coordinate the VAC department.

Responsibilities

Provide day-to-day supervision and support to staff in the VAC department.
Oversee all programs and activities of the VAC department.
Contribute to the development of strategic directions for the department.
Facilitate trainings and mentor staff to produce quality work.
Represent Raising Voices at national, regional and international events.
Provide onsite technical support to national, regional and global partners.
Support documentation, monitoring and evaluation processes.
Oversee the preparation of budgets and financial reporting for the department.
Maintain constructive and respectful relationships with all partners and stakeholders.
Foster and sustain a positive, innovative, results-oriented work environment.

Required Qualifications, Skills, Qualities

At least 7 years relevant work experience with at least 5 years in management
Excellent writing skills
Master's degree an advantage but relevant experience will also be considered
Experience working in the Global South (Africa preferred)
Proven commitment to VAW/VAC prevention and community mobilization
Experience in/familiarity with Raising Voices methodologies a plus
Ability and willingness to travel 30% of time
Excellent computer skills

Application Procedure

Submit thoughtful cover letter, CV, and a one page writing sample that describes how you would foster and sustain a positive, innovative, results-oriented work environment to jobs@raisingvoices.org. Include job title in subject line.

Deadline for all positions: February 10th 2012

Position is open until filled. Shortlisted candidates only will be contacted.

Do NOT send transcripts or certificates. Incomplete applications NOT considered. No phone calls please.