

Economic Recovery Officer – Life skills /Digital trainer at Danish Refugee Council (DRC)

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Company: JobWebKenya

Location: Kenya

Category: business-and-financial-operations

Job Description

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The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organisation founded in that works in more than 30 countries throughout the world.

Overall purpose of the role:

The Economic recovery/Life skills Officer – Digital opportunities project, will report to the economic recovery team leader, h/she will also closely work with the economic recovery and the digital opportunities team. The position will support the digital opportunities trainees in linking them to the aspect livelihoods, offer a wide range life skills training, entrepreneurship training, business plan development and support in livelihoods mentorship.

The position is aimed developing the digital opportunities project participants to able to gain skills in negotiation, good communication, developing their CV`s and online profiles, create their own business plans and bid for online jobs successfully.

The position holder will work with a team of digital opportunities staffs which include an officer, assistants, digital trainers and a digital opportunities consultant.

Duties & Responsibilities:

Project Management and Development:

Participate in project planning & implementation including activity, budgeting and procurement/logistics planning

Develop and maintain detailed implementation plans to deliver program to agreed timeline and milestones

Ensure all project activities are implemented on time and in line with the set-out work-plans

Document lessons learned from training activities, community meeting and assist in preparing training reports

Participate together with the digital team to prepare/adopt training manuals E.g lifes skills, entrepreneurship, work readiness/skills for work success

Establish and Maintain the digital training database.

Keep inventory of all the ICT equipment's under your supervision

Support needs assessment and propose new ideas to improve the digital learning and on-line jobs for youth.

Mentorship;

Provide both financial literacy and life skills training to the trainees.

Provided entrepreneurship training, business plans development skills

Support the beneficiaries in bidding for online jobs by providing skill in developing good online profiles and helping in development of winnable bids

Lead and manage the mentorship sessions offered to the beneficiaries

Coordinate closely with Ajira Kenya and Dadaab collective who provide mentorship to the trainees

Support in the review the mentorship curriculum and strategies in place.

Support acculturation, priority setting, networking, career planning, and counseling related to the individual's (mentee's) identified goals toward advancement in their freelancing career.

Support freelancers in client engagement and contract management strategies

Watch out for trends on the online platforms and advise the program team on ways to align implementation

Monitoring and Reporting

Monitor the mentorship program

Keep accurate records of special events and training activities including meeting/class/training attendance

Collect and analyze livelihoods data on a monthly basis

Participate in periodic field level programme review and planning meetings

Support with weekly, monthly, quarterly and annual donor/internal reporting

Monitor the linkages between digital learning and livelihoods especially the growth of earnings by the online freelancers

Record the progress on learning in building their life skills and entrepreneurship skills

Report the general growth and the progress of the beneficiaries

Submit weekly/monthly project updates to the digital learning officer

Planning and Budgeting

Prepare weekly, monthly and quarterly plans and share with your supervisor with the aim of implementing them

Requirements

Experience and technical competencies:

Four or more years' experience working with I/NGOs within humanitarian/development contexts

Demonstrable experience in livelihoods programming in a refugee and host community

Experience in providing life skills training

Has an understanding of digital and online job opportunities

Demonstrates a good understanding of Project Cycle Management

Has excellent communication (spoken and written) skills

Working knowledge of MS Office, Excel and other relevant computer applications

Good planning and organizational skills coupled with problem-solving ability

Possess good level of conflict management skills

Possess a sense of cultural awareness, sensitivity and respect for diversity

Strong organizational, team spirit and team work skills

Knowledge of the key issues and trends in livelihood/food security interventions

Ability to tolerate diverse cultural, educational and religious diversity in the workplace

Education

Bachelor's Degree in Business Administration, Agribusiness, Agriculture, Sociology, Development Studies or Economics.

Language:

Written and spoken fluency in English and Kiswahili

Working knowledge of the Somali Language is an advantage.

Key stakeholders: Internal & External

All staff

Technicians

Assistants

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