**MISSIONS OF HOPE INTERNATIONAL**

**JOB DESCRIPTION**

**Position: Mentorship Coordinator**

**Reports to: Missions Director**

**Supervises: Mentorship Officers and Assistants**

**Department: Missions**

**OVERALL JOB PURPOSE**

The Mentorship Coordinator will be responsible for facilitating, coordinating and promoting mentorship programs and events for Missions of Hope International learners at the different levels of education. The position holder will play an important role in the placement of our alumni and high school/ college graduates with other organizations that can benefit them and pull in beneficial partnerships. The position is responsible for ensuring compliance with MOHI policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures.

**DUTIES AND RESPONSIBILITIES**.

1. **Needs Analysis and Program Design:**

* Support design and organization required for assessments, baselines and evaluations, particularly in regards to communicating needs to the top management, and participate where possible.
* Foster an understanding of the context – political, cultural etc. and community expectations, and contribute to the development of contextually appropriate programme design.

1. **Programme Management**

* Oversee implementation of mentorship program activities and ensure that services are delivered on time, on budget and in compliance with MOHI regulations.
* Ensure that mentorship program staff understand the technical requirements for implementation.
* Ensure that the mentorship program is implemented in ways responsive to stakeholders in line with MOHI principles, values and strategic plan and compliant with MOHI standard procedures.
* Develop detailed implementation plans including procurement and distribution schedules of programme inputs in line with programme logistics/supply chain capacity.
* Work with the mentorship program team to develop work-plans and follow up with team members regularly to ensure that activities are on track.
* Monitor program progress against both programmatic and budgetary targets, making adjustments to programme design as necessary.
* Prepare timely and high-quality programme and donor reports on project activities in compliance with internal MOHI requirements and any relevant external donor requirements.
* Work with the Partnership team to identify appropriate future partners for implementation of the mentorship program.
* Ensure quality monthly, quarterly, semi-annual and annual reports are compiled and submitted in a timely manner in line with the MOHI requirements.

1. **Capacity Building:**

* Support the development of capacity building plans for mentorship program stakeholders.
* Provide regular coaching on technical and programme management skills to the mentorship staff.
* Act as a mentor and role model for less experienced staff.
* Support the project officers to set up and maintain effective complaints and feedback mechanisms to ensure that stakeholders concerns are addressed in a timely and effective manner.

1. **Monitoring, Evaluation, Accountability and Quality**

* Actively monitor mentorship programme activities at field level, ensuring quality of services provided.
* Input into the development of MEAL and indicator tracking plans for all projects, and the development of additional MEAL tools as necessary to monitor project.
* Ensure appropriate, timely and accurate data collection against agreed indicators to enable both internal and external reporting.
* Ensure that an effective and participatory MEAL system is established in a decentralized manner as is possible and would be effective.

1. **Engagement, Networking and Resource Mobilization**

* Ensure job placements for the alumni and high school/ college graduates of Missions of Hope International.
* Map resource mobilization opportunities at local level and develop concepts and proposals in collaboration with regional and national office teams.
* Ensure close working collaboration with key Government line ministries and other like-minded partners.

**Academic and Professional Qualifications & Experience**

* Undergraduate degree in any relevant field. Training in Guidance and Counselling required.
* At least 5 years relevant work experience. Previous experience working with disadvantaged and vulnerable children will be an added advantage.

**Competencies/Abilities/Skills Required**

* Strong Christian with unquestionable integrity and demonstrated commitment, and active involvement in church.
* Strong analytical skills, attention to details and problem solving skills.
* Proficiency in IT applications including MS Office, Internet and e-mail.
* Good facilitation and training skills.
* Strong interpersonal skills, team player and able to work with people at different levels including children, community members, church leaders, and donor agencies.
* Have strong organization and managerial skills.
* Effective communication and report writing skills and be fluent in oral and written English and Kiswahili.
* Ability to develop, nurture and maintain productive networks.