

## Government of Tuvalu – Job Description



<b>Position Title:</b>	Youth Manager	
<b>Band and Salary:</b>	T1-T3	\$15,448 - \$29,287
<b>Ministry and Department:</b>	MEHRD	Youth Department
<b>Location:</b>	Funafuti	
<b>Reports to:</b>	Secretary	

### **JOB PURPOSE:**

To provide technical, professional and policy advice in relation to the implementing of the Tuvalu National Youth Policy. To oversee, manage and assist the department strategic plans and monitor the progress of the youth agenda in Tuvalu.

### **KEY RESPONSIBILITIES:** (list no more than 6 key responsibilities not tasks)

1. To manage and administer the Department operation and budget preparation.
2. To plan, implement and strategize in leading for youth support and services.
3. To provide technical support to key stakeholders in matters relating to youth employment and welfare of young people in Tuvalu.
4. To develop and mobiliser for networking and partnership including work around finding opportunities for youth to engage in organized activities.
5. To develop and coordinate with line ministries and the Tuvalu National Youth Council youth development programs.
6. To manage and coordinate national youth events, workshops, training and field trips to ensure positive outcomes.

### **MAIN DUTIES AND OUTCOMES:** (list duties/tasks and outcomes of the responsibilities listed above)

- 1.1 Maintain an updated database on relevant Youth policies, activities and associations under the National Youth Register
- 1.2 Identify ongoing opportunities to enhance the quality of youth engagement and leadership training.
- 1.3 Prepare annual work plans, strategic plans and other forms of plans and policies, in close collaboration with stakeholders.
- 1.4 Review and implement policies and plans of the Department where necessary
- 1.5 Operate within the agreed youth plan/policy and budget to ensure that the Department objectives are met.

## Government of Tuvalu – Job Description

- 2.1 Commit to safeguard principles on welfare of children and young people at the forefront of this role
- 2.2 Deliver youth engagement strategy to integrate youth action and voice across collective action activity, policy influencing, design and delivery of programme and governance
- 2.2 Work closely with stakeholders to ensure that young people's views, experiences, and work is communicated clearly to wider stakeholders
- 2.3 Provide support in the implementation of youth's associations program that enhance the agenda on youth empowerment
- 3.1 Ensure that all activity and engagement with young people complies with safeguarding legislation, policies and procedures
- 3.2 Organize and coordinate digital youth training and provide support to youth-led activities in country.
- 3.3 To reach out and encourage the participation of the most marginalized youth population and develop a range of opportunities for inclusive contribution and involvement.
- 4.1 Research, develop and submit proposals and reports for youth initiatives and continuous development of young people in country
- 4.2 Use agreed digital platforms to engage and partner with communities and departments of both Government and NGOs to connect networks for digital youth initiatives in particular business and innovation.
- 4.3 Actively promote and build on equity, diversity and an inclusive culture and academic skills, including partnership with ICT Department on digital youth initiatives.
- 5.1 Organize consultation and workshops to advance the agenda on youth empowerment and leadership
- 5.2 Manage a detailed project plan to monitor and track progress against KPIs and communicate this effectively internally and externally.
- 5.3 Ability to mentor and develop skills in others
- 6.1 Attend and participate actively and contribute to the effectiveness of the objectives of youth events, workshops, leading by example
- 6.2 Undertake any other duties and reasonable requests of the position.

### **MANDATORY REQUIREMENTS:**

Degree in youth and community work; or related fields i.e. social work, human resource management/administration or human services and IT

AND

Substantial experience of at least three years as a youth worker/ or youth activist in more than one setting with young people, negotiating, planning and delivering innovative work; or in recruitment, management and service planning and budget management

### **DESIRABLE REQUIREMENTS:**

High-level attention to detail and accuracy  
Able to work with little supervision

## Government of Tuvalu – Job Description

Energetic, youth oriented, and resourceful personal skills (preferred)  
Sound time management skills  
Records of great leadership skills  
Proficiency (Fair/Good/Excellent) in written and oral English and Tuvaluan  
Proficiency (Fair/Good/Excellent) in the use of MS Office Suite of Programmes  
Excellent interpersonal relationship skills

### IMPORTANT NOTICE

#### **Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

*It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.*