

## Job Details

Date Updated/Created: June 1, 2018

<b>JOB TITLE:</b>	Youth Project Officer		
<b>REPORTS TO:</b>	Libya Country Manager		
<b>DIRECT REPORTS:</b>	n/a	<b>START DATE:</b>	As soon as possible
<b>LOCATION:</b>	Tripoli	<b>JOB STATUS:</b>	Fixed Term, 6 months with possibility of extension

## Position Summary

The primary role of the Youth Project Officer (YPO) is to coordinate and contribute to the effective implementation of the Libya Economic Empowerment activities in Libya in collaboration with relevant national and international counterparts in the country by working directly with young men to strengthen the culture of entrepreneurship. This shall be done through training, support and other capacity building programs and services which are relevant to their needs, in the field of economic development for SMEs.

## Key Accountabilities

- This person works closely with the M & E Project Officer and local partners carrying out M&E surveys with assistance from MEDA's North American M&E team, to support the Libya Economic Empowerment (LEE)
- Ensure that the implementation of project activities are in line with agreed project documents, timelines, indicators, results and other project requirements with support of the Libya Country Manager
- Provide technical inputs for guidelines, training tools and curriculums and presentations in the area of economic development.
- Support collection, consolidation, analysis and publication of all relevant data on youth economic development issues gathered through LEE activities in collaboration with partners;
- Contribute and/or provide periodic reports and technical updates as required as well as strategic needs;
- Maintain relevant records and statistics.
- Attend conferences and seminars on economic development, entrepreneurship, SMEs etc..
- Provide logistical support for LEE project (regional workshops, consultation meetings, travel planning, training, focus groups etc.. )
- Translation and editing of project documents
- Maintain a professional attitude and meet deadlines.
- Apply MEDA's values in all activities – cultural sensitivity, equality, transparency and integrity in all relationships.

## Any other duties and/or requirements as assigned

## Job Requirements for All Staff

### Organizational Policies and Procedures

- Ensure and adhere to all MEDA management, professional, finance, audit, legal, human capital, security, corporate and other policies as required

- Prepare quarterly and other required internal reports and planning documents
- Complete and participate in all training as required

### **Organizational Culture**

- Appreciation, understanding and commitment to MEDA's mission, creating business solutions to poverty
- Demonstrate MEDA's Core Performance Values: Collaboration, Respect, Entrepreneurship and Accountability

### **Position Qualifications**

**Education: Bachelor's degree or demonstrated experience in the fields of Human resources, economics.**

**Experience: Minimum of two years demonstrated work experience in Libya, in an INGO or international development agency, preferably in the fields of project management, research, marketing or within small or medium enterprises in the private sector.**

**Technical: Fluency in Arabic and English – spoken and written, is a must**

### **Additional Qualifications**

Understanding and appreciation of business principles, international development and MEDA's approach of creating business solutions to poverty

Demonstrated experience in managing multiple concurrent tasks, report writing and coordination.

Proven and adaptable interpersonal and cross-cultural communication skills. Ability to professionally and effectively communicate with individuals at various levels.

Excellent leadership skills with particular skills to work as a catalyst and facilitator.

Demonstrated experience working with youth.

Ability to work independently and as part of a team

Demonstrated awareness of issues impacting on local youth.

Willingness to undertake local/international travel

*This job description may be reviewed, revised and updated as required to meet department and/or organizational objectives*