



## NYDC JOB ADVERT

**Position:** Youth Service Hub Officer

**Term of Employment:** Permanent and Pensionable Establishment

**Company:** National Youth Development Council (NYDC)

### Background

The National Youth Development Council (NYDC) is a public institution established by the National Youth Development Council Act of Parliament No. 7 of 1986 as amended by Act No. 13, Cap 144 of 1994. The primary mandate of the Council is to register youth organisations in the country. In undertaking its mandate, the Council further performs the following core functions as outlined in the Act:

1. Advise the Minister on programmes relating to youth development
2. Coordinate youth activities
3. Evaluate and implement youth programmes
4. Assist and encourage organisations interested in youth development in the initiation of youth training and development programmes
5. Initiate, operate and manage non-profit making or profit-making projects in support of youth development and,
6. Perform such other functions as the Minister may, from time to time, direct.

The NYDC seeks to recruit 6 Youth Service Hub Officers to perform the below-detailed duties:

### Scope of Work

1. KEY RESULT AREA	MAIN DUTIES
Empowerment	Undertake effectively the implementation of Youth Empowerment Programmes in order to improve and sustain livelihoods.
Training and Need Identification	Identification of training needs for the Youth in various parts of the country in order to facilitate the design of appropriate training interventions.
Sensitisation	Implementation of youth development sensitisation programmes in order to create awareness.
Technical Support Programmes	Provision of technical support services to registered youth organisations in order to build capacity.

Research	Undertakes research in order to facilitate the use of best practices for improving quality of programme implementation.
Capacity Building	Implementation of capacity building programmes in order to facilitate impartation of life skills in the youth.
Supervision	Supervision of human and other resources to enhance the operations of the NYDC.

### Qualifications and Skills Requirements

- a) Zambian citizen between 18-35 years.
- b) **Minimum Secondary Education:** Full Grade 12 School Certificate - 5 credits or better including Mathematics and English.
- c) **Minimum Vocational/Professional Qualifications:** Bachelor's Degree in Development Studies. Masters' Degree will be an added advantage.
- d) **Relevant Job Experience:** Nil
- e) **Communication Skills**
  - i) **Written Skills:** Ability to write analytical and technical reports
  - ii) **Oral Skills:** Ability to communicate effectively in English
- f) **Other Skills/Attributes**
  - Computer literate
  - Cultural sensitivity
  - Confidentiality
  - Initiative
  - Integrity
  - Interpersonal

Interested candidates should email copies of their CV, qualifications and NRC to [info@nydc.gov.zm](mailto:info@nydc.gov.zm) by **17:00 hrs Tuesday 27<sup>th</sup> October, 2020.**

### Important Notes:

- Only shortlisted candidates will be contacted.
- The NYDC **does not** request for payments for job openings and such should be considered fraudulent and reported immediately.