



CENTRE FOR YOUTH AND DEVELOPMENT
Inspiring, Empowering, Innovating and Influencing

Job Description

Title: TEGA Project Coordinator

Department / Team: Programmes team

Location: Mzuzu

Reporting to: Executive Director

Responsible for: 3 District Officers, 7 Field Officers and 17 TEGAs

Job Context

Centre for Youth and Development (CYD) is a local non-governmental organization with its headquarters in Mzuzu. CYD endeavors to promote holistic development of children, youth and women in Malawi through integrated health and social programs that expand access to education, health services and economic opportunity for them, their households and communities at large.

Centre for Youth and Development is Girl Effect's partner in Malawi responsible for implementation of the Technology Enabled Girl Ambassadors (TEGA) initiative in Malawi. TEGA is a bespoke Girl Effect initiative which has been designed as a research methodology to conduct research with girls using a digital peer to peer approach. The TEGAs (local young women) are trained to be interviewers. Via a mobile device research surveys are disseminated to them, they interview respondents and capture the findings via video and audio content, which is delivered via the app. This data then gets uploaded to an online platform which can be accessed securely by the research team. The Malawi TEGA Network is currently present in three districts of Mzimba, Lilongwe and Zomba. CYD is currently looking for an experienced and energetic Project Coordinator who will lead implementation of TEGA. This position is based in Mzuzu with some travel to project districts.

What You'll Do

The TEGA Project Coordinator will oversee the implementation of the TEGA methodology to collect data in targeted districts.

Your duties and responsibilities include but are not limited to the following:

- Provide administrative and logistics support during field work and data collection
- Organize and lead project meetings for the TEGA team
- Organize and facilitate Training of TEGA team (District officers, Field Officers and TEGAs)

- Supervise and monitor performance of TEGA Team and provide support, mentorship and coaching
- Ensure quality control and that TEGA recommended procedures are followed when recruiting research respondents and during field work
- Conduct on-going District and Community level project on-boarding and ensure that relevant stakeholders and permissions are sought before implementation
- Liaise with Girl Effect's TEGA project manager to ensure that TEGAs get all the required support when collecting data from the field
- Adhere to Safeguarding policies and practice, reporting any concern in relation to the safeguarding of TEGAs which may be related with partners and respondents
- Participate in weekly TEGA wider team skype calls
- Prepare programme reports

Educational Requirements

- Candidates must have a Bachelor's degree or equivalent project management experience.

Experience Requirements

- You should be politically and culturally sensitive with qualities of patience, tact and diplomacy
- You should be able to demonstrate a high level of written and spoken English and Chichewa
- You must have excellent organizational and communication skills with good attention to detail and follow up on tasks
- You must be able to work on your own initiative when the circumstances arise.
- You should be able to demonstrate a commitment to the aims and values of Centre for Youth and Development.