

JOB DESCRIPTIONS FOR THE YOUTH AND SPORTS CADRE

JOB DESCRIPTION

JOB TITLE: Director
MINISTRY: Youth & Sports
REPORTS TO: Permanent Secretary
RESPONSIBLE FOR: Deputy Directors
GRADE: 12

PURPOSE: To coordinate the planning, implementation, monitoring and evaluation of youth and sports policies, programmes and activities

QUALIFICATIONS: Masters in Youth and Sports, Sports Administration or related fields

EXPERIENCE: 10 years of satisfactory work experience

SKILLS:

- Planning and Forecasting
- Policy formulation and review
- Monitoring and Evaluation
- Project Proposal Development
- Project Management
- Human Resource Management
- Report Writing

RESPONSIBILITIES:

R1: To provide planning services in the development of youth and sports policies

R2: To oversee the implementation of youth and sports work plans and development projects

DUTIES

R1: To provide planning services in the development of youth and sports policies

a) Coordinate in the development of youth and sports policies.

- b) Coordinates the development of strategic plans for the implementation of policies.
- c) Serves as secretary to the Coordinating Committee and Senior Management Team.

R2: To oversee the implementation of youth and sports work plans and development projects

- a) Coordinates the implementation of the strategic plans in all satellite institutions.
- b) Coordinates the monitoring and evaluation of the implementation of strategic plans.
- c) Assists and participates in the development of project proposals.
- d) Supervises the implementation of specific projects under the ministry.
- e) Oversees the day-to-day management and administration of the of department.

JOB DESCRIPTION

JOB TITLE: Deputy Director (Monitoring and Evaluation)

MINISTRY: Youth & Sports

REPORTS TO: Director

RESPONSIBLE FOR: Senior Youth and Sports Coordinator

GRADE: 11

PURPOSE: To assist in the coordination of M&E activities

QUALIFICATIONS: Master's degree in Economics, Statistics, Planning or related fields

EXPERIENCE: 7 years of satisfactory work experience in related field

SKILLS:

- Planning and Forecasting
- Monitoring and Evaluation
- Data Collection, Analysis and Presentation
- Monitoring and Evaluation (Repetition)
- Human Resource Management and Administration
- Project Planning & Management
- Report Writing

RESPONSIBILITIES:

- 1. To monitor and evaluate the implementation of programmes and projects**

DUTIES:

R1: To monitor and evaluate the implementation of programmes and projects

- a) Supervises the monitoring and evaluation of the implementation of programmes and activities of strategic plans.
- b) Assists in the development of policies and strategic plans.
- c) Assists in coordinating the implementation of strategic plans.
- d) Prepares quarterly implementation progress reports.
- e) Assists in the preparation of the department's annual budget.
- f) Assists in the day-to-day administration of the unit.

JOB DESCRIPTION

JOB TITLE: Senior Sports Coordinator

MINISTRY: Youth & Sports

REPORTS TO: Deputy Director

RESPONSIBLE FOR: Sports Coordinators

GRADE: 9

PURPOSE: To supervise and coordinate all regional sports activities

QUALIFICATIONS: Masters in Sports Administration, Development or related fields

EXPERIENCE: 3 years of satisfactory work experience

SKILLS:

- Sports development
- Sports administration
- Planning
- Monitoring and Evaluation
- Rural/Social Development
- Conflict Management and resolution
- Report Writing

RESPONSIBILITIES:

R1: To promote the development of Regional Sports

R2: To coordinate the administration of regional sports

DUTIES:

R1: To promote the development of Regional Sports

- a) Participates in the design and planning of regional sports activities by providing technical advice to ensure compliance with the sports policy.
- b) Serves as a resource person to deliver training in sports.
- c) Serves as regional chair-person for the bi-annual National Youth Conference and Festival (NAYCONF) in order to coordinate all regional sporting activities during the programme.

- d) Monitor the implementation of regional sports policies & programmes.

R2: To coordinate the administration of regional sports

- a) Coordinates the organization of the National or Sub-Regional sporting camps for 10 to 15-year-olds to facilitate the early identification of talents and conducts basic sports training.
- b) Coordinates the development of guidelines to guide the accessibility and disbursement of funds to youth and sports organizations.
- c) Prepares quarterly activity reports in order to provide updates on the implementation of sports activities.
- d) Conducts sports leadership trainings in order to build the capacity of sports administrators.

JOB DESCRIPTION

JOB TITLE: Sports Coordinator
MINISTRY: Youth & Sports
REPORTS TO: Senior Sports Coordinator
RESPONSIBLE FOR: Sports Assistants
GRADE: 8

PURPOSE: To coordinate all regional sports and sport-related activities

QUALIFICATIONS: Bachelor's degree in Sports Administration or related fields

EXPERIENCE: 3 years of satisfactory work experience

SKILLS:

- Sports Administration
- Mass Sports Organisation and Management
- Records Management
- Data Collection, Analysis and Presentation
- HRM and Administration
- Report Writing
- Communication

RESPONSIBILITIES:

R1: To promote the development of regional sports

R2: To coordinate the administration of regional sports

DUTIES:

R1: Coordinate regional sports administration

- a) Coordinates all sports and sport-related activities in the regions.
- b) Serves as a member of the Regional Technical Advisory Committee (TAC) in order to provide technical advice to the Mayor/Governor.
- c) Serves as Chairperson of the Regional Gambia Senior Secondary Schools Sports Committee, for the coordination of regional school sports activities.

R2: Promote the development of regional sports

- a) Provides quarterly regional sports activity reports to the directorate.
- b) Assists sports committees in the conduct of basic sports trainings for regional sports organizations.
- c) Assists in the registration of regional sports organizations with the National Sports Council.

JOB DESCRIPTION

JOB TITLE: Senior Youth Coordinator

MINISTRY: Youth & Sports

REPORTS TO: Deputy Director

RESPONSIBLE FOR: Youth Coordinator

GRADE: 9

PURPOSE: To supervise the coordination of all youth activities

QUALIFICATIONS: Master's degree in Youth Development, Community Development, Social Work or related fields

EXPERIENCE: 3 years of satisfactory work experience

SKILLS:

- Youth Administration
- Planning
- Monitoring and Evaluation
- Data Collection, Analysis and Presentation
- Conflict management and resolution
- Report Writing

RESPONSIBILITIES:

R1: To assist in the implementation of youth development programmes

DUTIES:

R1: To assist in the implementation of youth development programmes

- a) Assists in the planning of Youth programmes and activities by receiving regional work plans and developing a consolidated work plan for the implementation of youth programmes and activities.
- b) Supervises the implementation of youth programmes and activities in all regions of the country.

- c) Assists in the registration of Youth Organisations by the National Youth Council.
- d) Assists in the monitoring and evaluation of youth programmes and activities in all administrative regions of the country.
- e) Participates in the development of the department's annual budget.

JOB DESCRIPTION

JOB TITLE: Youth Coordinator
MINISTRY: Youth & Sports
REPORTS TO: Senior Youth Coordinator
RESPONSIBLE FOR: Youth Coordinator
GRADE: 8

PURPOSE: To coordinate youth activities in the regions

QUALIFICATIONS: Bachelor's degree in Youth Development, Community Development, Social Work or related fields

EXPERIENCE: 2 years of satisfactory work experience

SKILLS:

- Youth Administration
- Project Proposal
- Monitoring and Evaluation
- Data Collection, Analysis and Presentation
- Conflict Management and Resolution
- Communication
- Report Writing

RESPONSIBILITIES:

R1: To serve as the Regional Youth Focal Person

DUTIES:

R1: To serve as the Regional Youth Focal Person

- a) Coordinates the implementation of regional youth activities by coordinating the development of the regional youth committee action plans.
- b) Assists in the smooth functioning of the Regional Youth Committee by serving as the secretary to the committee and signatory to the committee's account.
- c) Assists in conducting capacity development trainings and sensitization programmes for youth organizations.

- d) Facilitates the registration of groups with the National Youth Council, by assisting in developing and reviewing the required documents for registration.
- e) Assists youth organizations in the development of project proposals.
- f) Supervises the day-to-day management and administration of the regional office.

JOB DESCRIPTION

JOB TITLE: Youth Assistant
MINISTRY: Youth & Sports
REPORTS TO: Youth Coordinator
RESPONSIBLE FOR: None
GRADE: 5

PURPOSE: To assist in coordinating youth programmes and activities in the regions

QUALIFICATIONS: Certificate in Youth Studies, Development Studies, Community Development, Diploma in Social Work or related fields

EXPERIENCE: 2 years of satisfactory work experience

SKILLS:

- Youth Work
- Records Management
- Basic Monitoring and Evaluation
- Data Collection
- Conflict Management and Resolution
- Communication
- Report Writing

RESPONSIBILITIES:

R1: Responsible for facilitating the implementation of youth development programmes

DUTIES:

R1: Responsible for facilitating the implementation of youth development programmes

- a) Participates in the implementation of regional youth activities of the regional youth committee action plan.

- b) Participates in field visits to assess the implementation of youth programmes.
- c) Assists in the preparation of reports for submission to the directorate.
- d) Assists in secretarial functions by attending meetings and taking minutes.
- e) Participates in conducting capacity development and sensitization programmes for youth organizations.
- f) Assists in the registration of groups with the National Youth Council.

JOB DESCRIPTION

JOB TITLE: Sports Assistant
MINISTRY: Youth and Sports
GRADE: 5
REPORTS TO: Sports Coordinator
RESPONSIBLE FOR: None

PURPOSE: To assist in the implementation of youth and sports activities in the region

QUALIFICATIONS: 5 credits in WASSCE including English and Mathematics

EXPERIENCE: 2 years of satisfactory work experience

RESPONSIBILITIES:

R1: Responsible for facilitating the implementation of regional sporting activities

DUTIES:

R1: Responsible for facilitating the implementation of regional sporting activities

- a) Assists in the organisation of interschool sports activities.
- b) Acts as Secretary in sport committees.
- c) Shares the interschool reports to all stakeholders.
- d) Assists the Sports Coordinator in the day-to-day administration of the office.
- e) Assists in the organisation of NAYCONF.
- f) Liaises with sports associations to facilitate their participation in NAYCONF.
- g) Lobbies for financial support to fund sports activities such as wrestling.
- h) Participates in the conduct of surveys.
- i) Assists in the organization of regional May Day sport events.