

INTERNATIONAL DEBATE EDUCATION ASSOCIATION IN CENTRAL ASIA

21/73 Togolok Moldo Str.
Bishkek city, 720033
0 (312) 32 54 02, ideaca@idebate.org

Terms of Reference

Place of work	PF International Debate Education Association in Central Asia
Position	Program Officer
Location	Bishkek, Kyrgyzstan
Type of involvement	Full-time

About IDEA Central Asia:

IDEA Central Asia supports young people in promoting their ideas and interests. For more than 7 years we have been working with interactive education, youth civic activism, public discussions and debates. We constantly look for new ways to pass on our expertise, knowledge and resources. We speak directly to young people. We tap into young people's energy and interests with engaging formats, practical experience and teamwork to strengthen their skills and competences. More about us at www.ideaca.today

What do we work for?

Young people are equal actors of all socio-economic and political processes, they understand their needs and can influence the present in order to build their own future favorably. We value the knowledge, experience and energy of youth to fight social injustice and inequality. We see equal and peaceful dialogue as a unique tool for the development of communities, countries and the world as a whole. We value creativity and open-mindedness as drivers of diversity and innovation that can positively impact people's lives.

#equality #diversity #inclusivity #peace #proactivism #transparency

What personal qualities are we inspired with?

Indifference to the needs of vulnerable people, especially young people. A sense of ownership of the problems of our region. Sensitivity to acute social issues. Responsibility for arrangements and agreements. Proactivity, expressed through responsiveness and willingness to do more.

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Qualification requirements:

- Experience as a Program Officer or other supervisory position;
- In-depth understanding of program/project management techniques;
- Excellent knowledge and skills in methods of evaluation and measurement of key indicators;
- Excellent knowledge of data analysis, reporting and budgeting;
- Excellent organizational and leadership skills;
- Knowledge of MS office and other project management software (Asana, Google docs, Dropbox, Slack, etc.);
- Analytical mindset and ability to promptly solve tasks.

Duties and scope of work:

Program Management:

- Develops and establishes program goals and objectives in accordance with the strategic goals of the organization;
- Plans program initiatives/activities from start to finish, including timelines and associated milestones and processes;
- Seeks out and implements various ways to improve the productivity of processes and employees;
- Applies risk, change and resource management principles as needed;
- Reviews reports from managers and coordinators to troubleshoot problems and determine progress;
- Verifies that program operations and activities comply with the organization's internal procedures and general legal norms;
- Regularly informs the Executive Director with detailed reports and presentations on the status of activities;
- Engaging and partnering with various stakeholders, including debating communities, government agencies, NGOs, donor organizations, and regional/local youth initiatives;
- Performs other tasks assigned by the Executive Director.

Monitoring, evaluation and reporting:

- Develop assessment and monitoring strategies to identify needs and implement improvements;
- Conduct field-monitoring visits to program and project initiatives as needed;
- Be aware of donor reporting requirements;

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- Conduct monitoring and evaluation to ensure that program, project, and strategic goals are met;
- Supervise the process of collecting all necessary data to assess the impact of the organization.

Personnel Management:

- Managing the project/program team through direction and support;
- Responsible for planning, organizing and managing the recruitment and development of project/program staff;
- Creates and promotes a sense of belonging and ownership of the team;
- Directs and motivates the team to perform their tasks to the best of their ability.

Provided conditions:

- Employment contract for 1 year, with a paid probationary period of 1 month and the possibility of extension after 1 year of cooperation;
- Monthly salary, payment based on the results of the interview;
- Working place in the office in Bishkek, with the provision of all necessary conditions.

All qualified candidates should send their CV, cover letter, references and links to own social networks accounts to ideaca@idebate.org by May 15, 2022 with the subject line “Program Officer”.