

JOB DESCRIPTION

POSITION TITLE: Youth Saving and Credit Cooperatives (SACCO) Officers

REPORTS TO: Youth Social Grant and SACCO Advisor

LOCATION: Addis Ababa

NAME OF THE PROJECT: USAID Integrated Youth Activity-Kefeta

1. Background

Amref Health Africa implements a USAID funded Integrated Youth Activity-Kefeta in 18 Ethiopian cities to empower Ethiopian youths to advance their economic, civic, and social development, actively promoting growth within their communities and contributing to the country's peace and prosperity. Kefeta envisions Ethiopian youths who are game changers: empowered to advance their own economic, civic, and social development; resilient in the face of shocks; actively promoting development within their communities and contributing to the country's peace and prosperity. To achieve its objective, Kefta will follow a positive youth development approach, which starts with a mind-set shift: **GIVEN THE OPPORTUNITY, YOUTH CAN LEAD THE COUNTRY TO A PEACEFUL AND PROSPEROUS FUTURE.** To this end youth will not be mere recipients of Kefta – they will be its co-creators, implementers, decision-makers and leaders.

Access to finance is identified as one of the major constraints for micro, small and medium businesses, particularly for youth, women and persons with disabilities. To address this, Kefeta proposes a setup of a unique youth-led, Youth-managed and youth-owned saving and Credit Cooperatives (SACCOs) that can address the financial needs of Ethiopian youth in the language that they can understand and comfortable with in selected target cities.

2. Job Summary

Youth saving and credit cooperatives officer is responsible to provide technical support for establishment and management of Youth SACCO as per the modality proposed for Kefeta project. The youth SACCO Officer will have a key role in supporting the SACCOs in establishing a standard accounting and reporting system and improving their operational and management capacities. The youth SACCO Officer provides management and operational level assistance to the youth SACCOs. The officer will work together with the YEF team by assisting in the implementation of Youth SACCOs establishment in the project target cities, monitoring and evaluation of the projects' youth SACCO activities to improve youth access to appropriate youth friendly financial and other business development services.

3. Major Duties and Responsibilities

- Support the Youth SACCOs management staff and committee in establishing standard operation and management procedures
- Train and provide technical assistance for the management staff and committee members of the youth SACCOs on member promotion and Savings and Credit administration,

- Support Youth SACCOs board and committee members in the governance of their societies,
- Create awareness among board and committee members on their duties and responsibilities set in the by-laws of their respective institutions,
- Encourage and support the SACCO staffs in ensuring that SACCOs record all transactions on monthly basis,
- Support youth SACCOs in the preparation of financial reports at the end of each quarter and fiscal year for auditing by the coop office, and to share to concerned stakeholders
- Participate in preparation of detail implementation plan in collaboration with other project team particularly on youth SACCO intervention activities
- Promote and support youth SACCO members and leaders to innovative and/or create different ways to increase savings through designing and supporting in implementation of youth mobilization and marketing strategies.
- Support planning, organization and implementation of events including workshops, awareness-raising campaigns, and experience sharing opportunities of youth SACCO
- Establish working relationships and partnerships with government partners, donors, private actors and other stakeholders to enhance and strengthen implementation of youth SACCO interventions.
- Demonstrates professionalism and positive attitude towards internal and external stakeholders adheres to the rules, policies, and procedures of the organizations at assigned project level,
- Work closely with other Kefeta project team members

3.1.Coordination Related

- Coordinate with relevant sector offices within the targeted cities and collate the relevant technical and expert support e.g. SACCO registration, and training support.
- Support the registration and establishment of the youth SACCOs in the respective cities

3.2. Monitoring Support

- Provide follow up support to the M&E assistants on the key reportable indicators in relation to YEF activities at cluster level
- Develop monitoring and reporting tools for youth SACCOs interventions in partnership with the M&E team
- Prepare regular monthly, quarterly and other activity progress reports
- Prepare success story on Youth SACCO interventions quarterly in close collaboration with the M&E officer.
- Perform other duties as assigned by the supervisor

4. QUALIFICATIONS & EXPERIENCE

4.1.Qualification

- Bachelor's degree in Cooperative management, Business management, Accounting, Development studies, Economics, Agri business and other related fields.
- Minimum of 5 years prior work experience and demonstrated practical skills in organizing and working saving and credit cooperatives and Micro finance Institutions would be a distinct advantage.
- Certifications, training courses on saving skills, Cooperative accounting and management, business development, cooperative auditing, etc.

4.2. Experience

- Experience of organizing and working with saving and credit cooperatives
- Experience in youth mobilization, training, business plan development, business mentoring and coaching
- Experience and knowledge of Ethiopian Cooperatives promotion legal and regulatory frameworks
- Strong commitment to working with youths and their organizations
- Excellent partnership building, communication and management skills to work with youth owned enterprises, private sector, government institutions, NGOs, etc.
- Excellent interpersonal and oral and written communication skills
- Excellent analytical and report writing skills and ability to solve problems
- Proficiency in computer software application, report preparation and data management;
- Proficiency in English and Amharic language, written and spoken. Written and speaking Afaan Oromo is Advantageous.