



VACANCY NOTICE

National Council for Civic Education (NCCE) invites applications from Suitably Qualified Gambians to fill the following vacant positions at the Council:

1. Programme Manager (1 position)

Job Summary

Serves as Head of Programmes with responsibility for its day-to-day management and the provision of professional expertise in the timely formulation of appropriate Civic Education programming policies, procedures and strategies necessary for the implementation of NCCE strategic objectives and mandate. Job holder's functions further includes and not limited to the following:

- Lead the planning, development, and implementation of comprehensive civic education programs and projects in alignment with the NCCE's strategic goals.
- Provide strategic direction and oversight for program activities, ensuring adherence to timelines, budgets, and quality standards.
- Conduct regular assessments of program effectiveness, monitor progress, and evaluate impact to inform decision-making and continuous improvement.
- Collaborate with internal teams, external partners, and stakeholders to foster strategic partnerships and maximize program coverage and impact.
- Manage a team of program officers, civic education officers and facilitators, providing guidance, support, coaching and mentorship to ensure effective program delivery.
- Develop calendar of events and manage program budgets, resource allocation, resource mobilisation and financial reporting in accordance with organizational policies and donor requirements.
- Prepare comprehensive program and activity reports, including annual and quarterly activity reports, narrative summaries and progress reports, financial reports, and recommendations for program enhancement.

- Stay abreast of emerging trends, research, and best practices in civic education and democracy promotion to inform program design and implementation.
- Represent the NCCE at relevant meetings, conferences, and events to promote the organization's work and build partnerships.
- Contribute to the development of strategic plans, policies, and initiatives to advance the mission and impact of the NCCE.
- Frequent trekking up country on program implementation.
- Any other duty or responsibility assigned to you

Qualification

The post holder must possess a Master's Degree in political Science, Law, Governance, Human Rights, International Development, Public Administration, Public Policy or other related areas with a minimum of five (4) years of progressive experience in program and project management, preferably in advocacy, civic and voter education, or generally governance, democracy or human rights related fields.

Qualities

The following qualities are strongly desired for the post holder;

- ✓ Strong leadership and management skills, with a proven track record of successfully leading and implementing complex programs.
- ✓ In-depth knowledge of civic education principles, democratic governance, and citizen engagement.
- ✓ Excellent analytical, strategic planning, and decision-making abilities.
- ✓ Demonstrated experience in budget development, financial management, and grant administration.
- ✓ Excellent resource mobilization skills, including marketable proposal and concept note writing.
- ✓ Excellent written, verbal and presentation skills
- ✓ Proficiency in MS Office applications (Word, Excel, PowerPoint).
- ✓ Outstanding communication, negotiation, and relationship-building skills, with the ability to engage effectively with diverse stakeholders.

- ✓ Proficiency in monitoring and evaluation methodologies, data analysis, and reporting.
- ✓ Ability to work collaboratively in a team environment, prioritize tasks, and meet deadlines under pressure.
- ✓ Fluent in at least two (2) national languages.
- ✓ Commitment to promoting civic awareness, social inclusion, and democratic values.

Salary: Very Competitive

2. Programme Officer (1 position)

Job Summary

The job holder provides support to the implementation of civic education programmes and policies for the effective execution of the council's mandate and policies. His/her functions further include and not limited to the following:

- Develop, implement, and coordinate civic education programs and projects in alignment with the NCCE's strategic objectives.
- Conduct research and analysis on civic education issues, trends, and best practices to inform program development and decision-making.
- Collaborate with internal teams and external partners to design and deliver effective civic education initiatives.
- Monitor and evaluate program activities, assess impact, and prepare reports for management and stakeholders.
- Support the development of training materials, resources, and tools for civic education programs.
- Coordinate workshops, seminars, and events to engage target audiences and to promote civic awareness.
- Ensure compliance with relevant policies, procedures, and regulatory requirements in program implementation.
- Assist in budget planning, resource allocation, and financial reporting for assigned programs.
- Strong written and verbal skills

- Team player and ability to work independently with minimum supervision.
- Production of activity and annual report at the end of each activity or calendar year.
- Trekking up country on program implementation.
- Contribute to the overall strategic plan and development of the NCCE's civic education initiatives.
- Perform any other duties as assigned by the supervisor.

Qualification

The post holder shall possess a minimum of Bachelor's degree in political Science, Law, Governance, Human Rights, Development Studies, Public Administration, Public Policy or other related areas with five (5) years' relevant work experience. A Master's degree in the fields mentioned with three (3) years relevant work experience is preferred.

Qualities

The following qualities are strongly desired for the post holder;

- Strong understanding of civic education principles, democracy, governance, and citizen participation.
- Excellent programming skills, including planning, implementation, reporting, monitoring, and evaluation.
- Good resource mobilization skills, including marketable proposal and concept note writing.
- Effective communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
- Proficiency in data analysis, reporting, and use of technology for program monitoring and evaluation.
- Fluent in at least two (2) national languages.
- Proficiency in MS Office applications (Word, Excel, PowerPoint).
- Knowledge of budgeting processes, financial management, and grant administration.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- Commitment to promoting civic engagement, social inclusion, and democratic values.

Salary: Very Competitive

www.ncce.gm

*Bertile Harding Highway,
Kotu.*

Tel: (+220) 446-6825, 446-6826

Email: info@ncce.gm

3. Civic Education Officer (2 positions)

Job summary

The job holder provides general assistance in civic education programmes for the effective execution of the council's mandate. His/her functions further include the following:

- ✓ Assist in the development and implementation of civic education programs and initiatives aimed at promoting civic engagement and democratic values.
- ✓ Assist in research on civic education trends, best practices, and methodologies to enhance program effectiveness.
- ✓ Collaborate with stakeholders, including government agencies, educational institutions, and community organizations, to expand the reach of civic education initiatives.
- ✓ Assist to organize and facilitate sensitization outreaches, workshops, seminars, and training sessions on civic education topics for various target groups.
- ✓ Assist in the monitoring and evaluation of civic education programs and prepare reports on outcomes and recommendations for improvement.
- ✓ Stay updated on relevant legislation, policies, and current events related to civic education and democracy.
- ✓ Assist in developing educational materials, resources, and tools to support civic education activities.
- ✓ Take part in the production of activity and annual report at the end of each activity or calendar year.
- ✓ Trekking up country for program implementation.
- ✓ Perform any other duties as assigned by the supervisor

Qualification

The post holder must possess a Bachelor's degree in political Science, Law, Governance, Human Rights, Development Studies, Public Administration, Public Policy or other related areas with two (2) years' relevant work experience.

Qualities

The following qualities are strongly desired for the post holder;

- ✓ Proven experience in designing, implementing, and evaluating civic education or advocacy programs.

www.ncce.gm

*Bertile Harding Highway,
Kotu.*

Tel: (+220) 446-6825, 446-6826

Email: info@ncce.gm

- ✓ Strong knowledge of democratic principles, governance structures, and civic rights and responsibilities.
- ✓ Excellent communication and interpersonal skills, with the ability to engage diverse audiences.
- ✓ Demonstrated ability to work collaboratively with stakeholders from various sectors.
- ✓ Proficiency in MS Office applications (Word, Excel, PowerPoint).
- ✓ Fluent in at least two (2) national languages.
- ✓ Commitment to promoting civic engagement, social justice, and democratic values.
- ✓ Be willing to work for NCCE anywhere in the country.

Salary: Very Competitive

4. Administrative and Financial Assistant (1 position)

Job Summary

The job holder provides administrative support to the Administration and Finance unit. His/her schedule of duties further include;

- Assist in managing office supplies, equipment, and facilities.
- Handle correspondence, emails, and phone calls related to administrative and financial matters.
- Assist in organizing and scheduling meetings, and appointments.
- Support in maintaining financial records, including processing invoices and expenses.
- Assist in preparing financial reports and budgets.
- Coordinate with internal and external stakeholders on administrative and financial matters.
- Ensure compliance with organizational policies and procedures.

Qualifications

The job holder must possess minimum qualification of a Bachelor's degree in Business Administration, Finance, or related field.

Qualities

The following qualities are strongly desired for the post holder;

- Strong knowledge of accounting principles.
- Proven experience as an Administrative Assistant or similar role.
- Knowledge of office management systems and procedures.
- Proficiency in MS Office applications (Word, Excel, PowerPoint).
- Excellent organizational and time management skills.
- Strong verbal and written communication abilities.
- Attention to detail and problem-solving skills.
- Ability to multitask and prioritize tasks effectively.

Salary: Very Competitive

5. Communications Officer (1 position)

Job Summary

Under the broad guidance of the Programme Manager, assumes primary responsibility for planning, developing and implementing communication strategies to promote NCCE's Civic Education programs. The incumbent will also be responsible for developing partnerships with relevant institutions and stakeholders, and disseminate information to create awareness about NCCE's programs and activities.

The main duty and responsibilities are:

✓ **Program Communications for advocacy and awareness**

The Communications Officer will work closely with the NCCE Programme staff to ensure that relevant program materials such as Human Interest Stories, donor/partner reports, proposals, factsheets, info graphs etc. are developed and disseminated to donors/partners and target groups through relevant media and network channels. The Communications Officer will assist NCCE programme officers in proposals and concept note development stages to identify appropriate communication activities for the projects.

✓ **Media Relations**

Develop and maintain contact information, materials and relationships with journalists and media outlets (print, TV, radio, web etc.) to increase coverage of NCCE programs and activities in the media (print, broadcast and digital). Specific activities may include:

- Draft and edit articles, press releases, human interest stories and other advocacy/information materials.
- Collaborate with the media by facilitating photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.
- Monitor and evaluate the use and effectiveness of media materials. Maintain a library of media coverage, clippings etc.

✓ **Digital Communications/Social media**

Maintain NCCE's website and social media sites (Facebook, Twitter and YouTube) such as daily monitoring, posting and content development.

✓ **NCCE Brand and Communications**

Ensure timely and quality production of advocacy and branding materials such as periodicals, annual and donor/partner reports, supplements, calendars, briefing notes, Human Interest Stories, picture stories, videos, etc. The Communications Officer will develop and archive communication materials, including digital, such as publications, press releases and clippings, photographs, audio-visual materials, web resources etc.

✓ **Donor/Partner Relations**

Develop and maintain an updated list of NCCE donors/partners and special interest groups. Assist in developing donor/partner visit schedules/brochures, donor/partner gifts and cards etc. Support preparation of background materials, briefs and information kits for visiting donors/partners and high profile guests/visitors. The task includes travel planning, logistics and administrative arrangements.

✓ **Events/campaigns**

Assist in organizing and generating public participation for special events and campaigns. Support organization of workshops, seminars, campaigns, events and project review meetings including agendas and meeting minutes.

✓ **Monitoring and evaluation**

Monitor and evaluate impact of communication materials and advocacy events/campaigns to target audiences.

✓ Trekking up country on program implementation.

✓ Contribute to the overall strategic plan and development of the NCCE's civic education initiatives.

✓ Perform any other duties as assigned by the supervisor.

Qualification

The post holder shall possess a minimum requirement of a Bachelor's degree in communications, journalism, public relations or a related field with at least five (5) years of similar work experience. A Master's degree in the fields mentioned with at least two (2) years similar work experience is preferred.

Qualities

The following qualities are strongly desired for the post holder;

- Advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher).
- Skilled in design and layout using Adobe Photoshop, PageMaker, etc.
- Demonstrated ability to take excellent photographs, strong video taking and editing, good command of relevant image-editing programs.
- Experience in using in-design and other design softwares.
- Demonstrated proficiency in storytelling through video editing, animation, motion graphics and sound design.
- Demonstrate extensive social media experience.
- Excellent written and oral English communication skills and proficiency in at least two (2) national languages are required.
- Effective communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.
- Ability to moderate TV and Radio programmes.

- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- The candidate should have high level of integrity, accountability, and punctuality and be willing to work beyond normal working hours.

Salary: Very Competitive

NB:

To apply, submit a completed application letter, with an updated CV and supporting documents through email: info@ncce.gm and hardcopy address to the Chairman, NCCE.

Closing date for submission of applications is **21st June, 2024 at 12:00pm**. Only shortlisted candidates will be contacted for an interview.

