

We are hiring a University Career Guidance Coordinator!

www.hatualikoni.org/

About Hatua Likoni:

Hatua Likoni is a community organization working to promote education and employment among youth in Mombasa. Through scholarships, mentoring and career guidance, Hatua helps Likoni's top students gain the skills, credentials and networks they need to contribute to and benefit from Kenya's growing economy.

Our team of ten serves over 300 students enrolled in high school and university. We are proud of our 95% graduation rate from secondary school and, after a 9 year journey, our first 14 university graduates!

About the role

As University Career Guidance Coordinator, you are supporting our university students to create and use networks to access career opportunities. This includes helping them gain relevant exposure and CV building experiences while still in school and build a professional network through which they can access career opportunities after graduation. You will find and support mentors to be great enablers to our students.

Your success means that our recent graduates will transit into work places and that income levels in our community will rise.

Your responsibilities will include:

Managing the one on one mentoring program between professionals and students:

- Identifying and recruiting mentors
- Following-up with the students and mentors' pairs and help them achieve their milestones
- Managing and running events e.g. mentors-only events, annual meet-ups etc
- Pitching our program to employers and signing them up to take our interns

Curating professional industry groups which allow the students to gain a broader perspective:

- Setting up small groups within our mentors and students based on industry and briefing them on the objectives
- Supporting the champions of each group in bringing mentors and students together under professional themes
- Facilitating communication and collaboration in groups
- Supporting and tracking the champions where required

Launching and managing Hatua university chapters:

- Supporting the creation of vibrant communities of Hatua students within universities across the country (around 16 campuses)
- Supporting the university chapters in fulfilling their objectives (orientation, events, community service, etc.)
- Tracking and ensuring that relevant reports are submitted on time



- Reviewing and effectively communicating chapter frameworks to students (e.g. constitution, elections)

Helping to oversee the initiation and growth of the alumni network:

- Working with the alumni officials to shape the alumni network's agenda
- Assisting in bring on board relevant partnerships

General program management:

- Liaising with the scholarship coordinator regularly
- Coordinating and facilitating classroom workshops where applicable
- Continue iterating on our methodologies
- Overall quality control incl. ensuring a minimum standard across all mentoring relationships
- Organizing any events and the annual overnight trip
- Managing and maintaining our databases e.g. attachment placement companies

Who we are looking for

- You have high intrinsic motivation for what we are doing and are committed to serving the youth
- You have experience in career guidance and understanding of the job application sphere.
- You have a good understanding of the job market in Kenya, for example by working as a recruiter or in human resources
- You are confident in approaching business professionals to pitch our programme
- You have good sales and influencing skills to promote our program and students to potential mentors and employers
- You have a network in Mombasa to tap into for mentors
- You have at least three years of professional experience
- You have managed projects or programs for at least 2 years
- You are comfortable in data analysis and budgeting using Microsoft Excel
- Ability to work independently and communicate well through reports to management
- Experience in Project Management Software (e.g. MS Project) will be an added advantage

You have the cultural fit to work with the team at Hatua Likoni, if

- You are 100% value driven and you want to instil strong values in the next generation
- You enjoy working with and in the community
- You are great team player, people talk about you being helpful and collaborative
- Independent and self-starter

Why work with us?

- We get a lot of fulfilment by working with underprivileged youth and seeing them transform their lives over the 9 years they engage with us. If you enjoy building deep emotional connections and seeing the long term impact of your work, this job is for you
- Our team has a deep sense of ownership over the organization. Everyone has the chance to take a leadership role and contribute to the organization's growth
- Build interesting networks
- We believe in personal growth and you will have a lot of opportunity for career development as the organization grows
- We have a sense of family in the team and there is some level of flexibility around working hours

Other information

The successful candidate will start in February 2017. You will be based in Mombasa, and work in our Likoni office. You should be ready to commit to this role for at least two years. We'll arrange a 3-month probation period with learning and delivery objectives.

Want to apply?

- ✓ First, read this guide on how to submit your application and tips on our selection process: <http://bit.ly/CandidatesGuide>
- ✓ Apply by filling out the application survey under this link: <http://bit.ly/JoinHatuaLikoni>
- ✓ Send your CV to careers@edgeperformance.co.ke with the subject line "Hatua Likoni - Secondary Students"
- ✓ Applications will be reviewed on a rolling basis, so apply early! Only complete applications will receive a response
- ✓ The selection process will include a personality test and case study

Not for you?

- ✓ Please forward the role to your networks who may find it interesting

Selection process in collaboration with www.edgeperformance.co.ke

