**YOUTH EMPOWERMent PROJECT (YEP)**

terms of Reference

SECRETARIAT OFFICER of the Information Technology Association of The Gambia ( ITAG )

Appointment: *Secretariat Officer*

Contract duration:  *One year*

Starting date*: Early September*

Location: *Banjul, the Gambia*

**Project Background**

The Youth Empowerment Project (YEP), a four-year project launched in February 2017 with a budget of EUR 11 million aims to support the economic development of The Gambia and improve the livelihoods of its people. Specifically, the YEP will enhance the employability and self-employment opportunities for youth, with a focus on vocational training and the creation of micro and small-sized enterprises and creating and improving employment opportunities in selected sectors through value addition and internationalization.

The project is implemented by the International Trade Centre (ITC) as the lead implementing agency and under the leadership of the Ministry of Trade, Industry, Regional Integration & Employment (MOTIE) and the Ministry of Youth and Sports. The project is funded by the European Union Emergency Trust Fund for stability and addressing root causes of irregular migration and displaced persons in Africa.

The Gambia Youth Empowerment Project includes a small IT-sector development component in its 2018 work plan aimed at developing the local IT and business-process outsourcing (BPO) offering. The IT component includes the revival of ITAG, the Information Technology Association of The Gambia. ITAG’s revival aims at federating the Gambian IT players and encouraging the expansion and development of the IT sector and related topics in The Gambia.

For this purpose, ITAG is looking for a secretariat officer to coordinate and manage the ITAG Secretariat for a year starting from early September.

**The role of the secretariat officer**

The Secretariat Officer’s main responsibilities include Administration and logistical support; Accounting and asset management (membership fees, event revenues) and social media management as per the specific roles and responsibilities listed below:

|  |  |
| --- | --- |
| **Category**  | **Specific roles and responsibilities** |
| Administration | * Create ITAG membership database with a focus on both corporates and individuals
* Mobilize new ITAG members, with a monthly target of 4 new members
* Create ITAG membership packages
* Continuously manage ITAG membership database
* Continuously manage ITAG membership engagement through the organization of networking events
* Manage the secretariat through administrative and logistical activities
* Collect and manage membership dues
* Prepare, print and photocopy documents as required
* Ensure the fixed assets register is regularly updated
* Ensure security of all office equipment, including computers, printers, phones etc.
 |
| Accounting and asset management | * Manage the ITAG office monthly expenses, including the office rental, fuel and communication costs and the ITAG Secretariat Officer monthly
* Ensure all financial transactions adhere to policy and procedure, including relevant authorization and supporting documentation.
* Ensure all financial transactions are recorded, filed and kept in a timely and accurate manner including the cheque book.
* Make payments and administer cash advances whenever necessary.
* Manage the office petty cash, ensuring sufficient funds are available
* Maintain the bank account to ensure funds are available for all authorized transactions.
* Ensure cash and bank reconciliations are completed every month.
* Work with BOARD MEMBER 1 and BOARD MEMBER 2 to prepare regular internal and external financial reports including reports to the Board.
 |
| Communication and Social Media  | * Manage the official communication of the association including email, social media, website etc.
* Upgrading of ITAG Facebook and Twitter pages including content ( focus on creative content
* Continuous management of ITAG Facebook and twitter pages
 |

**Requirements**

* Working Experience -- 1 year or more
* Education Level -- University Graduate

**Hours of work**

The official working hours are 8:00 a.m. to 5:00 p.m. (or 9:00am to 6:00pm) inclusive of one hour for lunch, Monday to Friday, but the employee may be required to be available any day of the week in case of out-of-office events.

**Holidays**

The Employee shall be entitled to 20 working days leave at full pay.