

Program Manager, Youth Employment



POSITION: Program Manager, Youth Employment

LOCATION: Kigali, Rwanda

ABOUT THE MASTERCARD FOUNDATION

Mastercard Foundation is a global foundation based in Toronto, Canada. Our programs promote financial inclusion and advance youth learning in Africa. The Foundation was established in 2006 through the generosity of Mastercard when it became a public company. From inception, the Foundation was designed to be a separate entity and independent from Mastercard. Our policies, operations and funding decisions are made by our President and Board of Directors.

The Foundation believes that every person has the potential to transform their lives and improve the lives of their families and communities. The Foundation collaborates with partners to advance sustainable and scalable solutions in microfinance and youth learning, focusing on countries that face high rates of poverty and growing numbers of out-of-school youth. Much of this work will be accomplished by building strong institutions in developing countries – particularly Africa – and investing in robust evaluation and learning agendas.

The Foundation values innovative and fresh thinking as it strives to become a global thought-leader. Its work is achieved by a strategic, nimble and highly entrepreneurial team with a proactive and results-oriented approach to its philanthropic activities. The organization's culture is shaped by people who are driven and passionate about the Foundation's mission.

COUNTRY OFFICE IN KIGALI, RWANDA

Mastercard Foundation is opening an office in Rwanda to support two new initiatives:

Rwanda Employment and Enterprise Development Initiative (REEDI) will increase productive employment for young people; expand access to financial inclusion for tourism related businesses and improve the capabilities of, and coordination between, key stakeholders, in the tourism and hospitality industry; and,

Secondary Education Teachers' Initiative which seeks to improve the quality of teaching and learning in secondary schools.

An office in Kigali provides an opportunity to oversee the management and implementation of the two initiatives, drive the country-level coordination of all Foundation interventions and represent the Foundation at a country level in close liaison with senior management in Toronto, Canada.

THE POSITION

Reporting to the Senior Program Manager Youth Livelihoods, this position will support the design and delivery of the Foundation's Youth Employment Initiative. The Program Manager will work collaboratively with members of the Youth Livelihoods team as well as the Finance, Learning and Strategy and Financial Inclusion teams in Toronto to implement and improve the initiative strategy, support the implementation of the initiative with select partners and ensure the visibility of the initiative through high level engagement in the field.

The Program Manager will manage a set of partners as well as leverage the development of new partnerships to support the Initiative. The Program Manager will work closely with the

Senior Program Manager and other Foundation staff to promote the highest standard of program management and leadership in accordance with the vision, mission and guiding principles of The Mastercard Foundation.

Specific Responsibilities

- Support the REEDI Initiative in Rwanda, including related partnerships, stakeholder engagement, learning, strategy and coordination.
- Engage with and coordinate the work of the Initiative Working Group.
- Work with the Country Representative, Initiative team and Foundation Leadership to build and manage relationships, liaise with partners, employers, community and key stakeholders relevant to the Foundation's portfolio in Rwanda.
- Work collaboratively with colleagues in the Country team and other Foundation teams to identify and evaluate new opportunities.
- Support the strategy development and evaluation of the Rwanda Employment and Enterprise Initiative.
- Identify, design, develop and recommend projects for funding. This work includes field visits, due diligence of potential partners and projects, program and budget development.
- Identify, develop and manage private sector and industry related partnerships with a focus on employers.
- Ensure alignment and coordination of Initiative programs with global, regional and national policies, priorities and opportunities for contribution to the field of improving teaching and learning.
- Communicate progress and learnings from projects internally across the Foundation and externally with partners, policy makers and collaborators in the field.
- Attend relevant conferences and seminars to maintain an up-to-date knowledge base on emergent trends and issues that are geared towards improving teaching and learning and to build reputation of the program.
- Coordinate internal and external advisory groups to ensure regular consultation, convening and update on the progress of the initiative.
- Plan, coordinate and implement regional and global workshops, sessions and other meetings to support improved teaching and learning in collaboration with partners and Foundation team.
- Other duties as required.

Skills, Qualifications, and Experience

- Master's degree in economics, business administration, tourism or hospitality related studies.
- Minimum six (6) years' experience in development work, particularly private sector, entrepreneurship and/or employment. This experience could also include working in the tourism and hospitality training sector, management, customer service or experience working with a managing multi stakeholders and/or private sector partnerships.
- Substantive knowledge of key issues and emerging trends in youth employment in Africa and globally with an emphasis on tourism and hospitality.
- Greater consideration will be given to individuals with local knowledge and experience.
- A successful track record of leading and managing programs and building partnerships across government, the private sector and civil society.
- Innovative, entrepreneurial and able to formulate and develop a new or creative approach to a problem and inspires others on the team to do so as well.

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- Substantive knowledge of key issues and emerging trends/barriers in tourism and hospitality.
- Demonstrated competencies and experience in building capacity of SMEs and institutions.
- Experience with global grant making. This experience may come from working in another funding organization, corporation or an NGO.
- Excellent prioritization and time management skills with strong attention to detail.
- Demonstrated strong organizational skills. Ability to handle multiple tasks, reprioritizing tasks where necessary.
- Superior written and verbal communication and presentation skills in English. Fluency in other languages relevant to the work, particularly French or Kinyarwanda, is also desirable.
- Ability to set and achieve clear objectives and deadlines to meet deliverables.
- Proficient computer skills including Word, Excel and PowerPoint.
- Flexible, intellectually curious and open. This individual is comfortable with ambiguity, receptive to new ideas and is also willing to change when presented with best options.
- Is confident and comfortable challenging expert opinion.
- Act as a change agent to drive innovation forward by fostering collaboration with cross functional groups and team.
- Demonstrates a high degree of interpersonal skills with the ability to manage relationships at all levels both internally and externally.
- Innovative and entrepreneurial. This individual can formulate and develop a new or creative approach to a problem and inspires others on the team to do so as well.
- Professional maturity and sensitivity to working within different cultures.
- Impeccable integrity as demonstrated through solid judgement.

BENEFITS AND COMPENSATION

The Foundation offers an excellent benefits package and a salary that is commensurate with experience.

LOCATION

This position is located at the Foundation's office in Kigali, Rwanda.

TO APPLY

Applications will be accepted on a rolling basis, with the position beginning immediately. Please email your resume and cover letter explaining your interest in the position to humanresources@mastercardfdn.org. Please include **Program Manager Youth Employment** in the subject line. All applications are appreciated; however, please note, only those candidates selected for an interview will be contacted.

The Mastercard Foundation welcomes and encourages applications from all individuals. Accommodations are available on request for candidates taking part in all aspects of the selection process.