

# YALI REGIONAL LEADERSHIP CENTER WEST AFRICA, ACCRA



## JOB ADVERTISEMENT

### CURRICULUM AND CONTENT MANAGER

The Young African Leaders Initiative (YALI) Regional Leadership Centre (RLC), West Africa (WA) Accra, seeks to engage a Curriculum & Content Manager to lead the Curriculum and Content unit of the Center.

The YALI RLC WA Accra was set up in 2015 to provide leadership training and networking opportunities to young leaders from 9 West African countries. USAID is the key development partner, and the Ghana Institute of Management and Public Administration is the implementing partner. The RLC provides training in Business & Entrepreneurship, Civic Leadership, and Public Management as well as cross cutting development issues. The RLC works closely with 3 other YALI RLCs in South Africa, Kenya, and Dakar in developing the curriculum for the training program.

The RLC seeks a leadership development expert with sub-regional experience and a passion to grow the potential of Africa's youth, to coordinate the design, development, and delivery of the YALI training program.

### REPORTING RELATIONSHIP

The Curriculum and Content Manager shall report directly to the Project Director.

### ROLE

The Curriculum & Content Manager will be responsible for ensuring quality, interactivity, and relevance of learning content and methods for the YALI training programs. This will entail oversight of curriculum development, design, and delivery for maximum impact on participants' knowledge, skills, attitudes, and ethics as change agents; coordinating the post-training component of the YALI program; ensuring adult and self-directed learning methods are adopted for online and in-person training; regularly planning and de-briefing with facilitators; and supporting evaluation of training programs. High professional and ethical standards and delivery excellence will be critical to the success of this role and close collaboration with the Project Director. The Curriculum & Content manager will supervise at least two staff members.

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## **JOB DESCRIPTION**

The Curriculum and Content Manager will carry out the following:

### **Curriculum and Content design and development**

- Plan, coordinate, and oversee hybrid and online training programs, including sector-specific programs.
- Mainstream human centered design and design thinking into content and learning methods.
- Guide incorporation of ethics as a central component of the training program.
- Lead increasing adoption of adult and self-directed learning methods into the program.
- Develop a framework for real time coaching of participants of both online and hybrid programs.
- Plan and coordinate participant orientation and feedback sessions.

### **Strengthen delivery of training program**

- Identify subject matter experts and practitioners as pool of facilitators for the training program.
- Develop innovative methods for interactivity of online and hybrid training sessions.
- Guide the increasing incorporation of practical sessions into learning content and methods.
- Guide facilitators to build YALI key messages into sessions for internalization by participants.
- Support contracting of facilitators, guest speakers, and other experts.

### **Planning, coordination, and oversight of post-training activities**

- Strengthen strategy for mentoring, internship, and community engagement post-training.
- Collaborate with Partnership Manager to identify mentors for participants from the 9 countries and the diaspora.
- Collaborate with the Partnerships Manager to identify organizations across the 9 countries for participant internships.
- Regularly update the Alumni Manager on opportunities for cross-collaboration with alumni emerging from post-training activities.
- Regularly update the Alumni and, Monitoring and Evaluation and Learning (MEL) managers on capacity needs emerging from participant internships, mentoring, and community engagement.
- Regularly update MEL and Communications managers with stories emerging from post-training activities.
- Support MEL manager to track impacts of participants' post-training activities.

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## **Support alumni give back effort**

- Collaborate with Alumni and MEL managers to identify participants for the various components of the RLC's alumni give-back activities.
- Identify and propose participants and alumni to play key roles in the design and delivery of training and post-training, in the Center's participant recruitment processes, and in key events such as Opening & Closing Ceremonies, Alumni homecoming events, and Job fairs.

## **Support to decision-making and Continuous Learning and Adaptation**

- Collaborate with the MEL and IT managers to maintain integrity of the YALI alumni database, ensuring that it is updated at all times.
- Provide bi-monthly updates and analysis of training impact based on data collected from participants and facilitators.
- Provide quarterly updates and analysis of trends in youth leadership development in the sub-region and other youth leadership development programs.
- Advise Project Director on strategies and steps based upon the above.

## **YALI Africa role**

- Serve as the Curriculum & Content Point of Contact on the YALI Africa Curriculum & Content Working Group.

## **YALI Legacy Localization (YALI LL) role**

- Dedicate 10% of time per week to YALI LL activities.

Perform any other relevant responsibilities and tasks assigned by the Project Director.

## **EXPERIENCE & COMPETENCIES**

- a. Minimum of Masters' degree in Business Administration, Finance, Organization Development, or related field.
- b. Minimum of 5 years' progressive responsibility for relationship management and business development.
- c. Sub-regional experience in facilitating adult learning and self-directed training programs.
- d. In-depth understanding of historical and emerging trends in youth leadership development.
- e. Ability to coordinate and manage highly-qualified trainers, facilitators, and experts from academia and industry.
- f. Knowledge of current techniques in the design and development of curriculum, including delivery of virtual content, group work, gender relevant material, and attention to needs of Persons living with Disability.

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- g. Flexibility and initiative, ability to work independently, and skills for thriving in a team environment.
- h. A positive attitude and a team player.
- i. Strong analytical, planning, and coordination skills.
- j. Strong judgement and decision making skills;
- k. Excellent written and verbal communication skills.

## **APPLICATION PROCEDURE**

- Interested applicants may submit their application letters, including their most recent Curriculum Vitae via email to the address below not later than **FRIDAY, 26<sup>TH</sup> JANUARY 2024**.
- Applicants should also arrange for letters of recommendation to be e-mailed directly from two (2) referees (one of whom should be their current or former supervisor) listed in their CVs, to the same email address:

**THE SECRETARY OF THE INSTITUTE  
GHANA INSTITUTE OF MANAGEMENT AND PUBLIC ADMINISTRATION  
P. O. BOX AH50 ACCRA**

[recruitment@gimpa.edu.gh](mailto:recruitment@gimpa.edu.gh)

**Closing Date: FRIDAY, 26<sup>TH</sup> JANUARY 2024.**

***ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED***