**NASWZ National Coordinator (NC)**

***Role Description***

**Reports:** to the President

**Station:** Harare

# Summary

The NC is expected to be competent and experienced to undertake a variety of administrative, program management tasks and responsible for managing the day to day running of the association. He or she will oversee planning and organizing of programs and activities as well as carry out important operational duties. The NC should possess skills in program development, stakeholder engagement and human resources support. In addition, the applicant must be organized and detail-oriented, comfortable working with diverse teams. The goal will be to facilitate the effective management of programs according to the organization’s standards.

# Responsibilities

* Coordinating membership mobilisation across all NASW-Z Branches
* Leading all resource mobilisation initiatives
* Planning and coordinating Continuous Professional Development (CPD) and Trainings for Social workers.
* Planning and coordination of programs and its activities
* Ensuring implementation of policies and practices
* Coordinating and supervising secretariat
* Developing and managing budget and tracking expenditures/transactions
* Ensuring implementation of organizational policies and practices
* Managing communications through various media platforms to ensure continuous updates to membership and stakeholders.
* Ensuring continued engagement with stakeholders e.g., Government, Council of Social Workers, IFSW, Schools of Social Work, NGOs etc.
* Scheduling and organizing meetings/events and maintain agenda
* Ensuring technology is used correctly for all operations (video conferencing, presentations etc.)
* Generating records and keeping them updated
* Develop reports and presenting them to National Executive Committee (NEC)
* Develop concept note and proposals

# Desirables

* Team player
* Ability to work with diversity and multi-disciplinary teams
* Excellent time-management and organizational skills
* Outstanding verbal and written communication skills
* Proven experience as program coordinator or relevant position
* Knowledge of program management and development procedures
* Detail-oriented and efficient

# Qualifications

* Bachelor of Social Work Degree
* Masters in any relevant field is an added advantage
* Registration with both the National Association of Social Workers (NASW) and Council of Social Workers (CSW)