



TOFO BOARD-RIDERS  
ASSOCIATION OF MOZAMBIQUE  
TOBAM

## **Terms of Reference for the position of Voice Director of the Tofo Board Riders Association of Mozambique**

### ***Introduction***

TOBAM is recruiting qualified personnel to fill all Executive Team positions to develop the organisation and implement its Strategy 2023-2025. While TOBAM aims to develop a professional Executive Team, all positions will be voluntary and unpaid until sufficient funding is secured. Nonetheless, TOBAM expects Executive Team members to perform their roles in a professional manner.

Working under the guidance of TOBAM's Executive Director, the Voice Director develops the organization's governance and education activities and is accountable for their implementation and the results achieved.

The Voice Director maintains regular and transparent communication with the Executive Director and the Program team, including the Sports Director and Economy Director, and colleagues in the Operations team, namely the Operations Director and the Communications Director. She/he has the responsibility of exemplifying values of high ethical standards, integrity, and fairness. She/he must act in the best interests of TOBAM in all contexts and request prior approval to represent TOBAM in all external interactions and communications.

**Position duration:** 12 months with an initial 3-month probationary period

**Reports to:** Executive Director of TOBAM

**Max. time commitment:** up to 12 hours a week – can be revised in discussion with the Executive Director

### ***Responsibilities:***

1. Lead, develop and manage the implementation of TOBAM's governance and education activities.
2. Manage monitoring, evaluation and reporting on all governance and education program activity.
3. Collaborate closely with all members of TOBAM's Operations and Programs teams.
4. Assist mobilise funding to implement TOBAM's strategy.
5. Assist build and manage relationships with community members and strategic partners.
6. Prepare governance and education content for communications, marketing and social media.
7. Represent TOBAM on issues or events, case by case, agreed with the Executive Director.

### ***Knowledge & Experience:***

1. Senior governance and education project management role in development organisations.
2. Working in multi-cultural teams from diverse communities.

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3. Developing innovative governance and education programs for youths.
4. Working with young Mozambican activists, change makers and community representatives.
5. Building and managing youth education and governance relationships and partnerships.
6. Multi-stakeholder consultation and consensus building to solve complex problems.
7. Project finance and performance management monitoring and reporting.
8. Substantive knowledge and experience in youth programs as well as three or more of the following areas: sport for development, surfing, governance systems, education, spatial planning.

***Competencies/ skills:***

1. Project design for measurable results.
2. Project planning, execution, monitoring and reporting.
3. Ability to make difficult decisions, managing project activities and stakeholder interests.
4. Facilitative, diplomatic approach for effective project delivery with and through partner organizations.
5. Good listener, capable of navigating social and environmental trends and pressures.
6. Collaborative, mediator with a strong capacity to translate multiple views into long-term results.
7. Ability to engage and operate effectively in a complex political and social context.
8. Ability to provide expert input on governance and education content for resource mobilization.
9. Strong social media engagement and influencing skills.
10. Strong public-speaking and presentation skills.
11. Fluency in English, Portuguese, digital media, Word, Excel and PowerPoint.