

Volunteering Opportunity

NATIONAL COORDINATOR – Volunteer wanted at Botswana Federation of the Disabled (BOFOD)

Are you looking for an opportunity to share your skills and expertise? Do you have a passion for working with communities and making a difference? If Yes, this is an exciting opportunity to get involved with a local organization of persons with disabilities.

About us

Botswana Federation of the Disabled (BOFOD) is an umbrella organization of persons or organizations of persons with disabilities in Botswana. BOFOD is looking for a vibrant, self-driven, and passionate individual to join its team. BOFOD thrives on promoting and advocating for the rights of persons with disabilities and aims to make a significant impact in the lives of persons with disabilities in Botswana.

Main Responsibilities

- Develop a work plan in accordance with project goals, objectives,
- Lead and facilitate needs assessments to ensure capacity and resource requirements for efficient and effective implementation of programmes and projects.
- Coordinate and lead networking forums with member organisations and other stakeholders
- Lead in the planning, coordination, and implementation of programmes and activities.
- Organize disability mainstreaming workshops, seminars, meetings, or conferences
- Stay abreast of best practices, trends, research, and other information that would support quality and effective programme implementation.
- Lead fundraising and other resource mobilization initiatives.
- Manage and update BOFOD Membership, including new affiliations
- Provide responsive monitoring and evaluation, technical leadership, and capacity building.
- Conduct capacity-building exercises on fundraising and resource mobilization for member organizations.
- Track project data and ensure timely submission of project / programme reports.
- Develop a membership enrollment plan for BOFOD's recruitment drive, including one targeted at the youths and women with disabilities.
- Participate in national and international disability events

Experience and Competencies

- At least five (5) years of work experience in disability and development or closely related field at national level.
- Knowledge in the coordination, including reporting, monitoring and evaluation, and proposal writing.

If this sounds like the right opportunity for you, please submit your resume/CV and a motivational letter (Maximum of one page). Email your application at bofodvolunteer@gmail.com, and copy wabotlhe@yahoo.co.uk. Alternatively, applications may be dropped at Ipelo House, plot 103, Unit 1, Commerce Park, Gaborone, Botswana.

Application Deadline

Send applications by **Friday, 19th November 2021**