

1. Job Description: Programs Associate

About IGDMM

The Institute for Governance, Development, Migration and Mobilities (IGDMM) is dedicated to bridging governance, development, and human potential. We work to protect Gambian human capital and provide a structural roadmap for the next generation through evidence-based research, community initiatives, and strategic advocacy.

Role Overview

- **Position Title:** Programs Associate
- **Location:** Hendon Court, Senegambia, The Gambia
- **Reporting Line:** Reports directly to the Director of Programs and works closely with the Program Manager
- **Tenure:** 4-Year Strategic Operational Structure (subject to performance reviews)

Primary Mandate

To support the planning, coordination, implementation, monitoring, and documentation of IGDMM programs and community-based initiatives.

Key Responsibilities

- **Program Support & Implementation:** Support the execution of projects across migration, governance, youth development, and humanitarian sectors. Assist in coordinating trainings, workshops, awareness campaigns, and field activities.
- **Documentation & Planning:** Contribute to the preparation of activity plans, concept notes, project reports, and program documentation.
- **Administrative Operations:** Organize stakeholder meetings, manage logistics for field activities, and maintain accurate records of project data and attendance sheets.
- **Monitoring & Learning:** Collect field data and feedback to support monitoring and evaluation (M&E) processes. Document success stories, lessons learned, and program impact narratives.
- **Stakeholder Coordination:** Engage directly with youth groups, community leaders, schools, and partner institutions to promote safe migration literacy and youth empowerment.

Qualifications & Requirements

- **Education:** Bachelor's degree in Development Studies, Social Sciences, International Relations, or a related field (University of The Gambia graduates preferred).
- **Experience:** Prior experience or internship exposure with human rights, democracy, development, or youth-led advocacy organizations.
- **Skills:** Strong organizational skills, proficiency in report writing, excellent community engagement abilities, and a deep commitment to migration advocacy and inclusive development.

2. Job Description: Programs Manager

About IGDMM

The Institute for Governance, Development, Migration and Mobilities (IGDMM) is dedicated to bridging governance, development, and human potential. We work to protect Gambian human capital and provide a structural roadmap for the next generation through evidence-based research, community initiatives, and strategic advocacy.

Role Overview

- **Position Title:** Programs Manager
- **Location:** Hendon Court, Senegambia, The Gambia
- **Reporting Line:** Reports directly to the Director of Programs; directly supervises and guides the Programs Associates.
- **Tenure:** 4-Year Strategic Operational Structure (subject to performance reviews)

Primary Mandate

To oversee the operational lifecycle of IGDMM programs, translating institutional strategy into high-impact field initiatives, while ensuring strict compliance, donor satisfaction, and team alignment.

Key Responsibilities

- **Program Management & Oversight:** Lead the design, scheduling, and execution of comprehensive projects in migration governance, development literacy, and youth-led advocacy.
- **Team Leadership:** Directly supervise, mentor, and review the performance of Programs Associates. Ensure field teams are well-coordinated and resourced to hit project milestones.
- **Financial & Resource Management:** Oversee project budgets, approve localized logistical expenses, and ensure efficient resource allocation for community training and workshops.

- **Strategic Reporting:** Review and refine all concept notes, activity plans, and data compilations. Draft institutional and donor-ready periodic updates and impact narratives for the Director of Programs.
- **High-Level Stakeholder Engagement:** Manage institutional relationships with local authorities, international donors, civil society networks, and academic partners.

Qualifications & Requirements

- **Education:** Master's degree or an advanced degree in Educational Management, Project Management, Development Studies, Public Policy, or related disciplines.
- **Experience:** Minimum of 3–5 years of progressive experience managing development programs, ideally focused on migration, reintegration policy, or youth advocacy.
- **Skills:** Proven leadership and supervisory track record, advanced project management skills, exceptional proposal and report writing capabilities, and strategic negotiation skills.

How to Apply

Interested and qualified candidates are invited to submit their application package via email to info@igdmm.org.

Please ensure your email subject line clearly states the position you are applying for (e.g., *Application: Programs Associate* or *Application: Programs Manager*).

Required Application Documents:

Applicants must attach the following documents to their application email:

1. **Cover Letter** (detailing your motivation, alignment with IGDMM's mission, and relevant experience)
2. **Updated Curriculum Vitae (CV)** (including contact details of at least two professional or academic references)
3. **Academic Transcripts & Certificates** (copies of your relevant degree or qualifications)
4. **Valid Identification** (copy of National ID card or Passport)

Note: Incomplete applications or submissions missing the required attachments will not be considered.