



## VACANCY

**Title:** Product Development Coordinator  
**Location:** South Africa (Johannesburg or Cape Town), Zambia (Lusaka), or Zimbabwe (Bulawayo or Harare)  
**Reports to:** Director of Strategy and Innovation

**Overall Description:** The Product Development Coordinator is an experienced and dynamic project manager who will organize and develop curriculum and training approaches with sport-based adolescent health content. The Product Development Coordinator will also manage curriculum consultants and individual projects, along with coordinating the GRS Product Development team's overall portfolio of training and curriculum activities and projects. At times they will facilitate training and onboarding workshops and support business development proposals. The position will be based at one of the GRS affiliate offices in the cities listed above and the selected candidate must have existing authorization to work in one of the three countries.

**Grassroot Soccer (GRS)** is a rapidly growing adolescent health organization that leverages the power of soccer to educate, inspire, and mobilize at-risk youth in developing countries to overcome their greatest health challenges, live healthier, more productive lives, and be agents for change in their communities. Since 2002, GRS programs have reached 13 million young people in over 60 countries with life-saving HIV prevention and sexual and reproductive health information and services. GRS is looking to continue scaling its impact via technical assistance and partnerships over the next five years.

### **Responsibilities:**

#### *Write and adapt curriculum products (35%)*

- Develop interactive, sport-based adolescent health content following the GRS curriculum development process
- Manage curriculum pipeline
- Format and copyedit content, as well as take photographs and create diagrams
- Field test/conduct formative research and consultations with GRS Impact teams and partners
- Create, manage, and refresh content and products using new delivery platforms (chatbots, WhatsApp, digital games, videos, etc.)

#### *Team Coordination (30%)*

- Identify, manage, and cultivate GRS' technical consultant database and help procure consultants as needed
- Coordinate curriculum and training projects regionally
- Set up and attend calls, take notes, and conduct follow up
- Manage training and curriculum calendars
- Keep curriculum quality tracker up to date via bi-weekly curriculum calls

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#### *Training (15%)*

- Facilitate training workshops and onboarding workshops on new/revised curricula
- Participate in GRS' Training Committee and support the Training Manager
- Collate training feedback to input into curriculum revisions and adaptations

#### *Support development and execution of GRS curriculum strategy (15%)*

- Conduct quarterly consultations with external curriculum advisors to ensure curriculum remains cutting edge
- On a quarterly basis, work across teams to ensure quality tracker remains up to date
- Continuously improve usability and relevance of the system
- Make recommendations for curriculum updates quarterly and integrate both routine monitoring & evaluation data and formal research findings into GRS products to enhance their impact

#### *Support new business development (BD) proposals related to product development (5%)*

- Assist U.S.- and country-based BD team members with technical input related to curriculum and training products and methods

#### **Qualifications:**

- 3 years of project management and/or coordination experience, involving both project management and people (consultants)
- Experience in adolescent health program facilitation and training
- Experience writing and delivering evidence-based health and life skills curricula preferred
- Must be able to legally work in South Africa, Zambia, or Zimbabwe
- Ability to travel regionally up to 20-25%

#### **Ideal candidate should have exceptional skills in the following:**

- Be a curious, enthusiastic, and self-directed learner and leader
- Be able to build relationships with a wide range of staff and external partners, as well as operate within diverse social and cultural contexts, often virtually over multiple continents and time zones
- Know how and when to dive into the details versus think big picture
- Be a strong writer, with lots of experience in Microsoft Word

Successful leaders at Grassroot Soccer are bold, yet humble. They are passionate about the mission of Grassroot Soccer and understand their role on the Grassroot Soccer team to achieve its mission.

Day to day, they are...

- **Proactive:** can anticipate both opportunities and obstacles and take action

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- **Professional:** level-headed; ability to de-escalate difficult situations, behave exceptionally, and manage/minimize distractions
- **Problem Solvers:** comfortable with ambiguity, can creatively unlock bottlenecks and turn problems into opportunities

...they demonstrate lots of...

- **Common Sense:** prioritizing the right things at the right time; make good, quick, informed decisions balancing multiple issues and points of view
- **Self-awareness:** know where one's blind spots are, recognize differences, and build a team to complement one's skills and weaknesses

...and a strong bias for...

- **Follow-through and Outcomes:** deliver results, not just create lots of activity
- **Treating People Well:** are empathetic, kind, great listener, yet can make tough decisions and hold oneself/others accountable

**To Apply:** Please submit a cover letter and CV to [jobs@grassrootsoccer.org](mailto:jobs@grassrootsoccer.org) with "Product Development Coordinator" in the subject line. Only short-listed candidates will be contacted.

**Application Deadline:** Open until filled