



RE-ADVERTISED VACANCY

Living Water International (LWI) exists to demonstrate the love of God by helping communities acquire desperately needed clean water, and to experience “Living Water” – the gospel of Jesus Christ – which alone satisfies the deepest thirst. Living Water International is providing safe drinking water, Christian Witness, sanitation and health education to communities across Africa, including Liberia.

The following position has become available at Living Water International, Liberia for **Liberian nationals only**. The position will require some travel to the different regions in Liberia where Living Water works:

1. EXECUTIVE ASSISTANT TO THE COUNTRY DIRECTOR

The key responsibilities for the position are:

- Compile, consolidate, analyze and synthesize field related reports in a timely manner.
- Support the Country Strategy implementation.
- Maintain good relationships with the different Country Directors, Senior Management Team, Partners, Donors and Houston Office.
- Administer the office of the Country Director for Liberia.
- Manage delegated projects on behalf of the Country Director.
- Ensure that the Country Director’s travel as well as International travel for LWI Liberia is well organized.
- Ensure that meeting preparations are timely and professional and that the minutes are captured accurately and availed in a timely manner.
- Keep abreast of changes in the global leadership environment.

- Market the services of the Country office to Living Water International Donors
- Support the governance structure in the country office.

The successful candidate will have the following knowledge and experience:

- Degree in a Business or Managerial related field – Business Administration/ International Development or the equivalent. An advanced degree is preferred.
- At least 3 to 5 years working experience in an INGO setting.
- Experience as an Executive Assistant or a similar position.
- Proficient in report writing, self-directed and reliable.
- Ability to work well in a diverse team.
- Thorough understanding and experience in Microsoft office applications.
- Attention to detail.
- Ability to prioritize work and manage time effectively.
- Highly proficient in English - both reading and writing, with excellent communication and presentation skills.
- Ability to work under minimum supervision

The position requires the successful candidate to contribute towards promoting and adhering to the Living Water International purpose, basis of faith, core values and operating principles.

Application Process:

Suitably qualified candidates are requested to submit a cover letter (one page only) explaining their suitability and a CV (no more than 5 pages) with details of qualifications and work experience including 3 traceable references - professional, spiritual and general. All offers of employment are made contingent upon the successful completion of all applicable background checks. Living Water International Liberia is an equal opportunity employer.

Applications are to be submitted to:

The Country Director, Living Water International Liberia, Tower Hill, Monrovia Liberia via the following email address: lwiliberiarecruitment@water.cc or a copy of your application can be delivered at LWI office on Tower Hill, RIA high way.

[Please do not attach scanned certificates.](#)

Closing date for applications is Monday, February 19th 2018.

Female Candidates are strongly encouraged to apply.

Should you be shortlisted you will be contacted within 2 weeks of the closing date.

We encourage you to visit our website: <http://www.water.cc> for more information about our work.