

VACANCY ANNOUNCEMENT

CARE Liberia is looking for a suitable, qualified and interested member of staff and the public to fill the under mentioned vacant position.

Job Title : **Agriculture and Livelihoods Coordinator**
Department : **Program**
Reporting to : **Project Manager**
Location : **Grand Cape Mount, Liberia**
Closing Date : **May 26,2017**

JOB SUMMARY

The Agriculture and Livelihoods Coordinator will be responsible for providing technical support to implementation of the agriculture and livelihoods activities in the CARE project in Liberia. He/she will report to the Project Manager and coordinate with other team members of the project: M&E, Admin/Logistics, and Finance to ensure a smooth and coordinated approach to project implementation. He/she will represent CARE in coordination meetings with Implementing partners, District Authorities and Food Security and Livelihood sector working groups. S/he will be based in Grand Cape Mount, with 90% travels to the pilot project sites Liberia and 10% travel outside the project location for participation in coordination activities and meetings with relevant stakeholders in both countries.

SPECIFIC RESPONSIBILITIES AND TASKS

Job Responsibility # 1: Project Design and Implementation

- Participate in the development and implementation of operational work plans in accordance with the budget, results framework, and administrative guidelines approved by CARE and the donor;
- Stay abreast of new developments in Agriculture, Food security, Nutrition and Livelihoods and participate actively in related district based technical working groups and forums; and report the deliberations of such meetings to CARE;
- Participate in project reviews and planning of agriculture and Livelihoods component/activities of the project;
- Support in the contextual analysis of agriculture, food security, nutrition and livelihoods issues affecting the project communities and particularly the target groups;
- Assist the Project Manager in developing standardized tools and procedures to ensure consistent documentation (Assessments, Guidelines) for the project implementation;
- Identify and develop partnerships with other organizations, training and research institutions for matters around climate smart agriculture technologies and systems, small business development, micro-credit, financial planning and market linkages.

Job Responsibility # 2: Technical leadership and capacity building

- Provide technical leadership and guidance to IPs in the implementation of project activities of the agriculture and livelihood component to ensure that project objectives are met within the timeframe and budget;
- Ensure that approach and methodologies of the agriculture and livelihoods component are technically sound and according to CARE and international standards;

- Together with project team of IPs, select intervention sites and target beneficiaries based on set criteria in consultation with all stakeholders;
- Guide the IPs in the conduct of assessments (agriculture and livelihood) and planning of activities for the agriculture and livelihood component of the project;
- Assist the IPs staff in organizing and conducting community meetings, trainings/workshops;
- Identify gaps in IPs management and implementation of projects and suggest actions for improvement.

Job Responsibility # 3: Coordination, Collaboration and Networking

a. Internal

- Coordinate with other technical teams: Community Forestry, Communication, MEAL, etc in planning and implementation of project activities together with IPs;
- Coordinate closely with the Project Manager and program support team (Administration, Logistics, Finance, ICT, etc) and all administrative actions necessary to the targets and expected outputs of the project in a timely and efficient manner.

b. External

- Work in close coordination with project team of IPs in all aspects of project implementation.
- Establish and maintain linkages and foster good working relations with the District Council Authorities and relevant line Ministries, NGOs, Private sector and other stakeholders in both countries
- Actively participate and represent CARE in Provincial/District level coordination with relevant stakeholders most especially the Food Security and Livelihood coordination group, and other discussion groups for improved development in collaborative approaches and information sharing
- Participate in multi-sector workshops with other IP's, NGOs and government agencies for information sharing, coordination and synergy.
- Facilitate linkage/partnerships of IPs with other institutions (NGOs, Universities/Research Institutions, Government agencies) and Private sector.

Job Responsibility # 4: Reporting including Monitoring, Evaluation and Learning

- In coordination with the MEAL Manager, monitor progress of agriculture and Livelihood and food security activity implementation, identifying issues (technical and coordination) and together with the MEAL Manager, formulate solutions to address the identified issues;
- Review and verify/validate progress reports and DIPs submitted by implementing partners;
- Support the MEAL to develop annual learning agenda, data analysis from the field and producing reports for donors;
- Submit weekly updates to the Project Manager on the targets achieved and the progress of the project activities agreed upon in the detailed work plans.

Job Responsibility # 5: Undertake other tasks and responsibilities related to above as required by the Project Manager.

QUALIFICATIONS

- Minimum a bachelor degree in Agriculture Studies. Preferably with training in climate smart agriculture, agroforestry.
- More than 3 years' experience in managing and implementing agriculture and livelihoods projects with International NGOs in long term development settings. Experience in managing Conservation agriculture and/or Agroforestry preferred.
- Familiarity with the rural and community context of Sierra Leone and Liberia.

SKILLS AND COMPETENCIES

- Excellent coordination, negotiation and training and facilitation skills
 - Excellent communication skills in English and local dialect in the Eastern districts
 - Knowledge and skills in agro-forestry and climate smart agriculture technologies, as well as value chain approach
 - Knowledge and skills in participatory rural appraisal tools, conducting needs assessments and community planning.
 - Ability to analyze agriculture and livelihood issues, and knowledge of innovative approaches to addressing community development issues.
 - Computer and MS Office skills
 - Good report writing skills in English.
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Applications with most recent curriculum vitae and names and email addresses of three referees, one of which should be your previous supervisor and should reach the following people not later than **17:00 hours on 26th of May, 2017.**

- ❖ The CAREER's website –web page
- ❖ The Admin/HR Officer, CARE Liberia, opposite the German Embassy, Oldest Congo Town
- ❖ Or send by email to: VSmith@care.org

CARE International under the MR Programs in Liberia provides equal employment opportunities and does not discriminate in employment regardless of race, color, religion, national origin, tribe, gender or age.

**WOMEN ARE STRONGLY ENCOURAGED TO APPLY
ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED**