



**Job Vacancy/Description: Program Coordinator**

<b>Job Title:</b>	<b>Program Coordinator</b>
<b>Organization profile and background:</b>	<p><b>Welthungerhilfe</b></p> <p>Welthungerhilfe was founded in 1962 as the National Committee of the “Freedom from Hunger Campaign” set up by the United Nations’ Food and Agricultural Organization (FAO). Today it is one of the largest International Non-Governmental Organizations working in development cooperation and humanitarian aid based in Germany. The organization is non-profit making, non-denominational and politically independent, and run by a board of honorary members under the patronage of the German President.</p> <p>Welthungerhilfe (WHH) is working in 40 countries in Africa, Asia and Latin America and campaigns publically for fairer cooperation with developing countries. Its’ work has been funded by private donations from the population at large and public grants including Kreditanstalt für Wiederaufbau( KfW), BMZ, DEVCO/EuropeAid, USAID/OFDA, ECHO (FPA P-partner) and DFID are among many others.</p> <p>Welthungerhilfe has been working in Liberia since 2003 focusing on Sustainable Food and Nutrition Security, Infrastructure and WASH interventions. <b><i>As of January 2018, Welthungerhilfe Liberia has been granted a project from KfW. It is the fifth phase of the Reintegration and Recovery program in the South East part of Liberia to be implemented for 4 years durations ( 2018- 2021.)</i></b></p> <p>The overall objective of the program is to contribute to the sustainable socio-economic development and food and nutrition security improvement in the South-East of Liberia and to the consolidation of the peace process. The project will work to make stronger the market integration and economic sustainability in the agriculture sector and to move towards a sustainability infrastructure development and build up institutional capacities. Specifically, the Supply of basic services in rural roads, market utilities, agricultural production and processing and WASH at household, community and institutional level will be addressed by the program. The proposed program will intervene also in supporting the issue of women empowerment as one of the main pillars of all involvements. In the three main intervention sectors (agriculture, WASH and women empowerment), the program is keen to integrate and empower local actors, government line offices and civil societies through capacity building measures.</p> <p>At least 60, 000 persons will be benefitting directly from this project in the three target counties (Grand Gedeh, River Gee and Maryland.) The project will be executed by three consortium partners, i.e. WHH, OXFAM and Medica Liberia. WHH is the lead agency for the project implementation.</p>

	Hence, WHH want to recruit a qualified and competent professional for the above-mentioned position to be part of the execution of this program.
<b>Location:</b>	Based at Zwedru- with frequent travel to River Gee and Maryland counties.
<b>Objectives of the Position:</b>	As a Program Coordinator, the main objective of this position is to work and coordinate with the RRP consortium implementing partners, relevant government offices and civil societies to form a collaborative partnership and good understanding in the execution of project activities at field office level
<b>Responsible to:</b>	Head of Project- HoP
<b>Responsible for:</b>	None
<b>Main Responsibilities:</b>	<p>The Program Coordinator will perform specific duties described as follows:</p> <ul style="list-style-type: none"> <li>- Ensure consortium level coordination platforms actively function such as Steering Committee (SC), Project Management Units (PMU) and Technical Working Groups (TWGs); Organize and facilitate regular meetings of coordination platforms, document agreed action and follow up;</li> <li>- Organize the monthly, quarterly and annual managerial and technical meetings the implementing partners (WHH, OXFAM and Medica Liberia);</li> <li>- Support the Program Review Meeting to assess the progress of the project against the work plan as required in collaboration with Monitoring and Evaluation team;</li> <li>- Coordinate the preparation and submission of the program progress reports (quarterly and annually) of the consortium so as to send to all concerned government agencies and the donor (KfW);</li> <li>- Check the RRP V Local implementing partners monthly reporting and their payment procedures to be effective on time;</li> <li>- Coordinate the regular communication with RRP V implementing partners (both international and local agencies) to update on the project progress;</li> <li>- In collaboration with the communication department, lead and coordinate the documentation of the project outputs and visibility materials to put in place as required by the donor (KfW) and based on WHH internal policy;</li> <li>- Undertake other responsibilities as assigned by the line manager.</li> </ul>
<b>Experience:</b>	A minimum of 3- 5 years of field experience and working with related areas with INGO/NGO
<b>Education:</b>	A bachelor's degree in Sociology, Public Administration/Management, Rural Development and relevant disciplines with practical working experience in coordination, communication and liaison.
<b>Languages:</b>	Excellent command of spoken and written English
<b>Computer skills:</b>	<p>Good knowledge of Microsoft Office, especially: Word, Excel, PowerPoint and internet applications</p> <p>Good working knowledge and communication skills</p>

<b>Personal Skills:</b>	<ul style="list-style-type: none"> <li>• Communicates and liaises with others</li> <li>• Capacity of team work, ability to work in a team</li> <li>• Intercultural Competence</li> <li>• Gender sensitive</li> <li>• Willing to learn and share knowledge</li> <li>• Professionalism integrity and commitment to project demands</li> </ul>
<b>Starting date</b>	ASAP
<b>Applications for this position should be sent to:</b>	<p>Please send softcopies of a motivation letter and CV and any additional documents you wish to submit (e.g. scans of certificates, letter of recommendation) to the following email with the subject:</p> <p><u><a href="mailto:recruitment.liberia@welthungerhilfe.de">recruitment.liberia@welthungerhilfe.de</a></u></p>
<b>Note:</b>	<p>After reviewing the applications received by the closing date, within two (2) weeks period “if you don’t hear from us consider your application unsuccessful.” We encourage you to apply again for posted and advertised positions in our Organization, for which you qualify in the future.</p>
<b>Closing date:</b>	<b>Saturday, July 14, 2018</b>