



PROGRAM COORDINATOR
LIBERIA EDUCATION INITIATIVE

ROLE DESCRIPTION

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About Geneva Global

Geneva Global Inc. is a philanthropic advisory firm headquartered in the Philadelphia area of Pennsylvania (USA). Founded in 1999, Geneva Global provides independent research, advice and grant management to philanthropic investors. Geneva Global assists clients in cutting through the complexities of international giving to connect the best community-owned solutions to humanitarian needs. On behalf of our clients, our work has directly benefitted more than 60 million people through 1,500 projects in over 100 countries. Geneva Global provides strategic advice, independent research, active program and grant management, as well as impact measurement. Its international network of on-the-ground experts provides community-based approaches to catalyze positive social change. Geneva Global is currently seeking a highly motivated, outstanding individual to act as Program Coordinator for an education-focused program in Liberia. The position would be a full-time position, based in-country. This is a unique opportunity for the right candidate to work at an organization dedicated to providing a world-class service to its clients, focused on maximizing impact through active program management.

Overview of the Program

The Program Coordinator as a member of a multidisciplinary team will support an education -centered program, employing a proven accelerated-learning model, often referred to as “Speed Schools”. This initiative applies an accelerated learning technique to deliver a condensed primary school curriculum to out-of-school children, enabling them to join formal primary school at the third- or fourth-grade level upon completing 10 months in Speed School. The core education component is complimented by at least two supporting components. The first is a parental engagement component, designed to engage parents of out-of-school children in discussions leading to increased community commitment to send children to school. The second is a component designed to connect the local government school with graduates of the accelerated learning program to ensure an effective transition into the formal education program. Other components – such as early childhood education or teacher training – will be considered if appropriate for the context.

For more about the model, please visit the Speed School Fund website (<http://www.speedschool.org/>)
To learn more about Geneva Global, please visit our website: www.genevaglobal.com

Scope of Work

The primary responsibility of the Program Coordinator will be to ensure the program's success by supporting and monitoring program implementation and acting as a liaison with the implementing partners. Because the program work is in the education sector, a successful candidate for the role will need to have a strong understanding of the education sector, a general sense of the local, regional and national development themes and feel confident engaging with a variety of stakeholders. The Program Coordinator will report to the Liberia-based Program Manager.

Responsibilities

1. Program Setup, Implementation & Management:

- Work as a liaison with local organizations to ensure that program objectives are met
- Communicate programming challenges and successes to Program Manager
- Conduct regular site visits to project classrooms
- Coordinate logistics, in support of trainings, meetings, site visits, etc.
- Support the training of grant recipients on program components
- Coordinate and support various meetings, including those for grant recipients and those with various stakeholders.
- Complete project and program monitoring assignments, including regular contact with grant recipients via telephone, in-person, and through project site visits.
- Support the delivery of auxiliary interventions such as parental engagement and linked-school follow up to sustain formal school attendance and improve enrollment.
- Contribute to the development and coordination of the capacity building plan for grant recipients.
- Support activities for a community of practice among the implementing organization to foster collaboration among development organizations within development ecosystem.

2. Analysis & Research:

- Conduct research for and writing of quarterly and annual program reports according to reporting deadlines.
- Assist in the development of and evaluate training materials for the program's workshops, ensure the session materials reflect current thinking on program implementation methodology.
- Contribute to the impact assessment of the program including data collection, stakeholder mobilization and analysis of results.
- Provide input and expertise when working with our academic partners before during and after their program evaluation activities.

3. Organizational & Technical Advisory:

- Cooperate and collaborate with other members of the Geneva Global team in Liberia, in the US office, and in other countries.
- Participate in Geneva Global training and sector research activities.
- Assist in identifying and training in-country consultants, as needed.
- Assist in the development of additional business opportunities, as needed.
- Contribute to and improve Geneva Global's understanding of the region and sector-specific issues.

Key competencies and personal qualities

Preferred

- Experience in fields related to education, community development, and civil society
- Strong organization and self-motivation, preferably with program management experience
- Familiarity with grant models of development
- Acquired business/financial training

Required

- Minimum 4 years of experience in program management in international development
- Ability to set and meet deadlines and SMART goals (Specific, Measurable, Aligned, Realistic, and Time Bound) for successful accomplishment of program goals
- Experience overseeing grants to civil society organizations
- Connections in fields related to education
- Fluency in English and relevant local language(s)
- Excellent verbal and written communication skills in English
- Proficiency of Word, Excel, PowerPoint, and Excel
- Reputation of integrity
- Excellent analytical skills
- Ability to relate well in a cross-cultural, multi-national organization
- Track record of innovating

Once you have reviewed the above listed materials, if you feel that you are a qualified applicant and are interested in being considered for the position, please e-mail your CV (maximum 3 pages) and a brief cover letter (less than one page) explaining your interest in the role to ssliberia@genevaglobal.com. On the subject line, please indicate **“Speed School Program Coordinator position”**. **Closing date: January 31, 2017**. Due to the volume of emails, only shortlisted candidates will be contacted by **February 10th 2017**.