



JOB OPPORTUNITIES

BRAC is the world's largest, leading development organization dedicated to poverty alleviation and empowerment of the poor. Initiated in Bangladesh in 1972, BRAC now operates in 11 countries across Asia, Africa and the Americas. To counter poverty and promote social empowerment, BRAC strategically integrates development programs in microfinance, agriculture, health, education, human rights and legal aid, community empowerment and more.

BRAC Liberia launched in 2008 with programs in Microfinance, Small Enterprise Development, Agriculture, Livestock and Poultry, Health, Empowerment and Livelihood for Adolescent Girls, Psychosocial and Survival Support now impacting the lives of over 560,000 Liberians. BRAC Liberia is looking for competent, dynamic and self-motivated Liberians to fill the following regular positions.

Position 1: No. of Vacancies: One (1)

Job Title :	Country Head of Accountant
Tenure :	1 year (Renewable based on Project and budget)
Salary :	Negotiable
Reports to :	Country Representative
Duty Station :	Monrovia Country Office

Key responsibilities:

- Responsible for accounts and finance for all operations in the countries including consolidation.
- Leading the Finance & Accounts team and work closely with other departments especially IT (Information Technology).
- Apply analytical procedure and ratio analysis; perform tax, audit and MIS related functions.
- Suggest Country Representative on accounting concept and treatment; responsible for budgeting for all programs.
- Maintain liaison with donors, lenders and work with external/internal auditors.
- Transmission of monthly accounts to BRAC International, Head Office; dealing with payroll related issue, Cash Management, Accounts Payable, donor reporting.
- Coordinate with Manager-IT BRAC International on ERP related issues.
- Work closely with Head of Finance, BRAC International on Finance & Accounting related issues.

Education: Master in Accounting or equivalent degree from any recognized Institute with No. 3rd division/class or equivalent CGPA in any academic records. CA/ACCA/CPA candidates will be given preference.

Experience: At least 5 years' experience in a Managerial position in Accounts/Audit related field. Experience with International NGOs will be an added advantage.

Position 2: No. of Vacancies: One (1)

Job Title :	M&E Officer
Tenure :	1 year (Renewable based on Project and budget)
Salary :	Negotiable
Department :	M&E Department
Reports to :	Program Manager ECD
Duty Station :	Monrovia with extensive field visits to different Counties

Key Responsibilities:

- Maintain an efficient data collection system and database of the results and progress of project activities.
- Establish and strengthen the monitoring setup of ECD program.
- Submit and prepare reports in a timely manner.
- Collect data from the field.

Education: Bachelor Degree in relevant courses
Experience: 3 years of experience in relevant field

All qualified and interested applicants can submit their CVs with three referees, one of which should be your current or most recent employer/line manager along with a cover letter. Applications can be submitted to the email address below with position title on the subject line.

Recruitment.Liberia@brac.net

Deadline: January 10, 2017

Please note that only short listed applicants will be contacted and females are strongly encouraged to apply.