

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 : **Field Officer**
Department : **Program**
Reporting to : **Sector Coordinator**
Location : **Grand Cape Mount, Liberia**
Closing Date : **May 26,2017**

JOB SUMMARY

The Field Officer will be responsible for community mobilization and extension for the project in Liberia. He/she will report to the Agriculture and Livelihoods/Community Forestry coordinators ensure a smooth and project implementation. S/he will be based in Field Office, with 100% involvement in field implementation in project sites in Liberia.

SPECIFIC RESPONSIBILITIES AND TASKS

Job Responsibility # 1: Community Mobilization and Extension

- Contact the local leaders in the communities to establish early rapport and to provide overall orientation and awareness of the project.
- With the support of local leaders mobilize, interact and dialogue with individuals representing beneficiary households for the organization of community forest development and management, Village Savings and Loans Associations, (VSLA) etc.
- Support the Project Manager and Project team leaders in providing orientation training to the members of community to raise awareness about the project.
- Facilitate small and large community meetings to encourage discussions about biodiversity conservation, climate change adaptation, community forest development, VSLAs, etc.
- Together with IP's, conduct awareness training regarding the benefits of organized communities to encourage community participation.
- Facilitate community Planning process for preparation of Community Development Plans
- Facilitate in identification of communities as pilot sites for the project.
- Create awareness through appropriate communication (Flyers, workshops, discussions, meetings) activities;
- Assist in identifying community forests user groups and liaise with the Chiefdom and district authorities (MAFFS and FDA) to create awareness and support community organization to sustainably manage community forest resource;
- Promote, and foster collaboration between communities, implementing partners, and government stakeholders to engage in conservation and economic activities that will improve the livelihood of the community;
- Assist communities in their identification of technical assistance and training needs in biodiversity conservation, community forest management, in coordination with Community Forestry Team leader;

- Assist communities in their efforts to develop and manage Community Forestry Enterprises, in coordination with the Agriculture and Livelihood team leader;

Job Responsibility # 2 Reporting including Monitoring, Evaluation and Learning

- Together with IP's, obtain community data necessary for preparing community profiles as per the standard "Community Profile" format of the project.
- Conduct baseline survey of the beneficiaries to establish baseline data of the community on some key indicators to measure impact of the projects.
- Provide data and necessary reporting inputs to the Project team leaders and Monitoring and Evaluation officer as per the standard monitoring formats on regular basis.
- In coordination with the Project team leaders and the MEAL Manager, monitor progress of community activities 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 M&E to develop annual learning agenda, data analysis from the field and producing reports for donors;
- Submit weekly updates to the Agriculture and Livelihoods/Community Forestry team leader on the targets achieved and the progress of the project activities agreed upon in the detailed work plans.

QUALIFICATION AND EXPERIENCE

- Higher Diploma or BSc degree in Community Development, Agriculture or Development Studies. Preferably with training in community forestry, and/or Biodiversity Conservation and sustainable agriculture;
- More than 3 years related experience in community mobilization of community development projects with International NGOs;
- Knowledge of Liberia forest resources, especially timber and non- timber forest products and resources;
- Experience in working with community leaders, and community members, including women, youth and elderly, to participatory rural appraisals and community development planning, and other participatory planning instruments;
- Familiarity with the rural and community context of Eastern Sierra Leone and Liberia.

SKILLS AND COMPETENCIES

- Excellent community mobilization, training, negotiation and facilitation skills
- Excellent diplomacy and negotiation skills to work with local stakeholders and communities
- Good communication skills in English and local dialect in the Eastern districts
- Knowledge and skills in participatory rural appraisal tools, conducting needs assessments and community planning.
- Computer and MS Office skills
- Motorbike driving skills. With valid driving license.

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 the 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

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