

**LIBERIA ACCOUNTABILITY AND VOICE INITIATIVE (LAVI)
GRANTS INTERN**

1. **PROJECT BACKGROUND:** The Liberia Accountability and Voice Initiative (LAVI) is a five-year, USAID-funded project to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms. It aims to increase the influence of citizens and media in the governance of public goods and services, as well as to create more effective, accountable, and inclusive governance in Liberia. Under LAVI, the Grants team is responsible managing a large portfolio of grants to fund initiatives of select partner organizations in support of LAVI's four objectives:
 - Increase horizontal and vertical linkages among actors engaged in similar issues.
 - Increase organizational capacity of targeted civil society organizations (CSOs) to participate in issue-based reforms.
 - Promote the development of on-going capacity development services on the local market and
 - Ensure that learning and methodologies are shared and applied by other development actors.

2. **LOCATION:** Monrovia, Liberia

3. **Period of Performance:** Full time for 6 months, with possibility for extension.

4. **SCOPE OF WORK:** The Grants Intern will be responsible for supporting the Grants team to implement administrative work related to managing the project's grant portfolio. The Grants Intern will have the following responsibilities and duties:
 - Support the Grants team in the administering the grants portfolio of LAVI
 - Maintain grantees files and other grant documents in soft and hard copy
 - Support the pre-award planning process and post-award reporting process.
 - Assist the Grants team in organizing pre-submission orientations for potential grant applicants
 - Prepare purchase requests and payment requests.
 - Ensures all transport and logistical set up for the Grant Team activities
 - Take notes at Grant Team regular weekly meeting
 - Implement other duties as assigned

5. **QUALIFICATIONS:** LAVI is seeking candidates with the following qualifications:
 - Demonstrated experience serving the community through volunteer work or involvement in extracurricular activities.
 - Must be a recent college/university graduate (in the past 3 years) with an accumulative graduate GPA of at least 3.0
 - Able to work effectively in teams
 - Quick learner and takes initiative.
 - Well-organized and responsible
 - Able to work under pressure in fast-paced professional working environment
 - Punctual and reliable with a commitment to learning and self-improvement
 - Strong written and verbal (English) communication skills
 - Basic computer skills (able to use Microsoft Word, Excel and PowerPoint)

6. **HOW TO APPLY:** If you are interested, please send the following to LAVIrecruitment@dai.com by **January 20, 2017**. Note that a small stipend will be provided.
 - CV
 - A cover letter that explains (1) why you are interested in the LAVI program and Grants Team and (2) why you are best suited for this internship?
 - Name of three professional, academic, or community service references



**USAID LAVI values diversity and inclusion and strongly encourages
women and persons from marginalized groups to apply**