



## VACANCY ANNOUNCEMENT

**Job Title:** Program Assistant (PA)

**Report to:** Directly to the Program Manager

**Duration:** One Year but renewable on availability of funds and performance

**Duty Station:** Monrovia, with frequent travels to Project Sites, (Margibi , Bong and Bassa)

### **Background**

Initiative for Democratic Alternatives (IDA-Liberia) is a youth focused non-profit civil society organization with the mission to work with young people to build democracy through activism, education, entrepreneurship, collaboration and to promote transparency, accountability and integrity across all sectors of our society.

### **Summary of Post**

The Program Assistant (PA) under the supervision of the Program Manager (PM) will be responsible to set up and manage Field Staff and help in implementing project activities in various Counties. He or she is expected to work along with Government line agencies, UN counterparts and other key stakeholders to ensure successful implementation of the project. S (he) will work with local leaders and IDA-Liberia staff in the county on different projects.

### **Specific Responsibilities:**

- Serve as an in-house resource person on all programs both locally and globally;
- Work with the national team to conceptualize and design women's legislative, civic, and political party programs, facilitating the sharing of program strategies across both teams;
- Develop program concepts and take part in strategic discussions;
- Conduct research on a broad range of themes related to gender, women and democratic governance;
- Maintain collaborative relationships with international democratic development organizations, civic organizations and IDA's network of volunteer trainers and experts;
- Drafting of presentations, board memos, proposals, work plans, website text, quarterly and other reports with minimal substance guidance;
- Train and offer advice and guidance on gender, women and democratic governance for IDA staff;
- Assist with event management and other public outreach efforts;
- Coordinate team's social media and external communications efforts;
- Manage an intern/project assistant;
- Manage team budgets and oversee various project budgets according to IDA's and donor accounting policies and procedures;
- Administration and management of day to day operations
- Support project management utilizing program quality standards and guidance;
- Work with partners to develop quarterly and annual work plans and timelines; of activities to support successful implementation;
- Provide support in design, preparation, and facilitation of regular workshops and meetings with key partners/ stakeholders and ensure appropriate follow up is taken;
- Identify potential new opportunities for future projects from lessons learned, IDA-Liberia capacity, and donor priorities in collaboration with Project staff
- Work with the Executive Director, Finance Manager and Project staff to develop concept notes, proposals, and cost applications in line with processes and donor requirements;

- Ensure that IDA-Liberia senior management and outside stakeholders are regularly updated on key developments and challenges associated with Field Projects
- Ensure timely documentation and dissemination of lessons learned and best practices, in reports publications for internal and external circulation
- Apply IDA-Liberia partnership principles, and core values in work with project stakeholders;
- Organized periodic field visits to local partner institutions and government offices as needed;
- Maintain good relationships and effectively communicate with all relevant stakeholders;
- Support negotiation of partnerships, MOUs and project agreements;
- Coordinate and/or provide necessary technical and operational support to partners as needed
- Oversee quality budget management in line with donor and IDA-Liberia requirements;
- Ensure regular monitoring of monthly budget comparison reports and ensure appropriate corrective actions are taken;
- Provide monthly updates of project activities, quarterly and annual report to Executive Director, and senior management, and donor partners

### **Required Skills, Experience and Qualification:**

- Bachelor's degree, preferably in gender studies, political science, public policy or international relations. A degree not in gender studies should have a significant gender component; graduate degree preferred;
- Minimum 5+ years of related work experience
- Demonstrated ability in project grants management, including project design, monitoring and evaluation, expenditure tracking, reporting, etc
- Demonstrated coursework and/or internships in gender/women's rights, international development, political party development, community organizing, political campaigns, organizational development, legislative affairs, or equivalent experience at IDA-Liberia;
- Familiarity with budget management, especially using Microsoft Excel;
- Experience with Google Apps (Gmail, Calendar, Google Drive, G+, etc.);
- Experience with computer Office suite (MS Word, Excel, E-Mail, Outlook and Power Point)
- Experience living/working/traveling outside Monrovia preferred;
- Exceptional verbal and written communication skills across cultures and backgrounds including social media expertise;
- Strong attention to detail; and
- Language skills a plus

Flexibility and ability to handle multiple tasks with priority in time-sensitive manner Ensures appropriate relationships among program staff and communities, Program Staff and other public institution and other partners in the county. Takes lead in dissemination of IDA-Liberia's activities to partners

### **How to apply**

Please send the following documents electronically to the email [info@ida-lib.org](mailto:info@ida-lib.org). Application cover page CV indicating relevant experience and academic background. Three (3) professional references (one of which must be the current or last employer) only successful applicants would be communicated with. This means if you did not hear from us, it means you were not picked.

**DEADLINE FOR THE RECEIVING OF ALL APPLICATIONS IS July 20, 2018.  
Women are strongly encouraged to apply.**



## VACANCY ANNOUNCEMENT

**Job Title:** Office Assistant  
**Report to:** Finance & Administrative Assistant  
**Duration:** Negotiable  
**Duty Station:** Monrovia

### **Background**

Initiative for Democratic Alternatives (IDA-Liberia) is a pro-democracy non - governmental organization registered in Liberia .IDA's key focus is to provide contextual and feasible democratic alternatives that propel sustainable economic growth. Gathering and sharing knowledge to promote feasible democratic alternatives that nurture sustainable development and promote a free, just and prosperous society

### **Summary of Post**

The Office Assistant is a member of the administrative team, including the Executive Director and Finance/Administrative Assistant. In addition to providing crucial executive and administrative support, the Office Assistant will play a key role in office management and special event/program support.

### **Specific Responsibilities:**

- Support project management utilizing program quality standards and guidance;
- Answer phones inquires, direct calls, and provide basic company information
- Perform clerical duties, take memo, maintain file, and organize documents; photocopy, fax, etc. as needed
- Assist in planning organization events, meetings, luncheons, and employee team building activities or special projects
- Help prepare reports, presentation and data
- Manage and maintain files, records and correspondence for meetings
- Type documents, draft and reports
- Arrange schedules for meeting space and conferences rooms
- Assist with travel and expense report
- Update staff calendars and organize schedules
- Prepare information for research and executive needs
- Oversee mail deliveries, packages and couriers
- Purchase, track, and invoice office supplies for each department
- Setup, break down, organize, and maintain conference rooms, training rooms, and meeting rooms
- Arrange itineraries and executives correspondence

### **Required Experience and Qualification:**

- High school diploma or equivalent; associate or bachelor's degree preferred in Sociology, Management, Peace Building, with relevant experience in field of democracy, elections, governance and youth development preferred

- Minimum 3+ years of related work experience handling office responsibilities, experience in customer service or related field
- Proficient computer skills, including Microsoft Office suite (Word, PowerPoint, and Excel); scheduling appointment/updating calendars
- Excellent writing, verbal communication skills, including across cultures and backgrounds
- Ability to think strategically and innovatively, with strong analytical and organizational skills
- Good interpersonal skills
- High level of initiative to innovate and lead in remote and resource-limited settings;
- Takes lead in dissemination of IDA-Liberia's activities to partners at different forum in the county Operations/Logistics
- Flexibility and ability to handle multiple tasks with priority in time-sensitive manner

**How to apply**

Please send the following documents electronically to the email [info@ida-lib.org](mailto:info@ida-lib.org). Application cover page CV indicating relevant experience and academic background. Three (3) professional references (one of which must be the current or last employer) only successful applicants would be communicated with. This means if you did not hear from us, it means you were not picked.

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## VACANCY ANNOUNCEMENT

**Job Title:** Program Manager (PM)  
**Report to :** Directly to the Executive Director  
**Duration:** One year but renewable on availability of funds and performance  
**Duty Station:** Monrovia, with frequent travels to Project Sites, ( Bong, Margibi ,Montserrado and Bassa)  
**Terms:** All other terms to be negotiated

### Background

Initiative for Democratic Alternatives (IDA-Liberia) is a youth focused non-profit civil society organization with the mission to work with young people to build democracy through activism, education, entrepreneurship, collaboration and to promote transparency, accountability and integrity across all sectors of our society.

### Summary of Post

The Program Manager under the supervision of the Executive Director will be responsible to set up and manage field projects, and Staff. Assist in implementing project activities in Counties from the Central Office. He or she is expected to work along with donors, Government line agencies, UN counterparts and other key stakeholders to ensure successful implementation of the project. S (he) will work with local leaders and all stakeholders on different projects.

### Specific Responsibilities:

- Support project ,design ,management and implementation utilizing IDA-Liberia standards;
- Work with program staff to develop monthly, quarterly and annual work plans and timelines; of activities to support successful implementation;
- Provide support in design, preparation, and facilitation of regular workshops, meetings, community Talk with key partners/ stakeholders and ensure appropriate follow up is taken on action points ;
- Work with program staff to develop an effective M&E system for all projects and set up methods for developing an evidence based approach that demonstrates impact of project interventions
- Identify potential new opportunities for future projects from lessons learned sessions , and donor priorities in collaboration with Project staff
- Work with the Executive Director, Finance Manager and Project staff to develop concept notes, proposals in line with donor requirements;
- Ensure that IDA-Liberia senior management and other stakeholders are regularly updated on key achievements and challenges associated with field projects
- Ensure adequate documentation and dissemination of lessons learned and best practices, in reports publications for circulation to partners and donors,
  
- Apply IDA-Liberia principles, and core values in work with project stakeholders;
- Undertake periodic field visits to project sites as needed;

- Maintain good relationships and effectively communicate with all relevant stakeholders and partners;
- Support building of collaboration and partnerships, MOUs with CSOs and CBOs in the project areas;
- Coordinate and/or provide necessary technical and operational support to field staff as needed
- Oversee quality budget management in line with donor and IDA-Liberia requirements;
- Provide monthly updates of project activities, quarterly and annual report to Executive Director, senior management, and donor partners
- Perform other duties as may be required by the Executive Director

**Required Experience and Qualification:**

- Bachelor Degree in Sociology, Management, Peace Building, with relevant experience in field of democracy, elections, governance and youth development preferred
- Minimum 6+ years of related work experience
- Demonstrated ability in project grants management, including project design, monitoring and evaluation, expenditure tracking, reporting (Proposal and report writing) etc.;
- Strong skills in monitoring and evaluation, including operational research
- Ability to represent IDA-Liberia to donors, partners, government, and other actors
- Fluent written and oral communication skills in English
- Strong computer skills (MS Word, Excel, Outlook and Power Point)
- Ability to think strategically and innovatively, with strong analytical and organizational skills
- Good interpersonal skills

**How to apply**

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