

## JOB VACANCY

NGO Coalition of Liberia is a non-governmental non-for-profit organization created in Liberia in 2001 in response to increasing Forestry and other natural resource development challenges in Liberia. The Coalition is a conglomeration of many civil society organizations within the Natural resource management sector and has over 16 members. Over the past years, the NGO Coalition of Liberia has established itself as an important platform for Forest and Land governance development in Liberia. Its mission is to empower the disadvantaged communities within the forestry sector while increasing economic opportunity, and sustain natural resources.

The NGO Coalition of Liberia now invites qualified individuals to apply for the below post:

Position	County	Number of Post
National Facilitator	Montserrado	One (1)
Co-Facilitator (Program Assistant)	Montserrado	One(1)

### Summary of Position

**Opening Date:** February 1, 2018 **Closing Date:** February 24, 2018

**Base Station:** Monrovia with extensive travel in rural Counties

**Duration:** 12 months initial renewable base on good performance

**Reporting to:** Management Team

**Job type:** Full Time

**Start Date:** Immediate (the successful candidate will be asked to work immediately)

### Job objectives

To contribute and support all aspects of program development, implementation and sustainability of the NGO Coalition of Liberia by writing persuasive proposals and ensuring successful implementation of all projects within the NGO Coalition.

### Major Responsibilities

1. Oversee NGO Coalition's programs in environment, forest, biodiversity, climate change, etc.
2. Identify and establish link between Natural Resource Management and sustainable livelihood Partners and Donors;
3. Design and lead research team, do site visits of pending and active projects;
4. Work with and manage external consultants and partners;

5. Organize and assist with meetings, workshops, presentations and other events;
6. Effectively communication with relevant government agencies, organizations and staff ;
7. Actively involved in writing persuasive proposals and robust fund raising;
8. Prepare all reports as per project document and ensure timely submission;
9. Enhanced organisational and operational capacities of all NGO Coalition Member organizations to monitor forest governance and forest land-use changes, including changes in livelihoods and social and environmental safeguards;
10. Improve NGO Coalition members' capacity in effective advocacy for transparent forest governance; and effective engagement of in FLEGT-VPA and REDD+ processes and other forest related activities.
11. Improved national and cross-border networking and information exchange among Coalition members; information and lessons exchanged with international partners and the donor communities ;
12. Perform any other tasks as would be assigned by the Management team and the General Assembly

### **Qualification**

Must hold Bachelor of Science degree in environment management, development, program management, economics, rural development, social sciences, or related disciplines. Atleast 4 years of national experience in similar position, Open, creative, experienced, mature, responsible, flexible; experience in project management; research, communication and computer applications.

Must have computer knowledge in word, excel and power point

### **How to apply**

Interested applicant should send a one page motivational letter, detail CV and two letter of recommendation from current and last place of work through email only to the following address; application by hard copy will not be accepted.

Address; Ms. Julie Weah, Interim Head of Management Team NGO Coalition of Liberia  
ngo\_coalition\_liberia@yahoo.com with CC to jweah2005@gmail.com

All application must be received by 24 of February 2018 @ 5pm COB, no application after this date will be accepted.

Please note that phone calls will not be accepted and the NGO Coalition will only contact selected candidates. **The NGO Coalition is an equal opportunity organization that does not discriminate in its employment; therefore FEMALE CANDIDATES and the PHYSICALLY CHALLENGE are **STRONGLY** encouraged to apply.**