



Job Title: Program Assistant
Country Program WCP Palava Project: Liberia
Location: Monrovia
Duration: 3 months with possibility of extension

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. The IRC has been present in Liberia since 1996 and is a leader in the health sector. The IRC Liberia supports hospitals and primary health care facilities across three counties. It ensures access to vital medicines and quality medical care at all facilities in accordance to the Ministry of Health and Social Welfare (MOHSW) national standards.

Scope of Work:

The Programmed Assistant will assist the Design Specialist for the ideation and piloting phase of the project in Liberia. She or he will seek to ensure key stakeholders are reach in collecting data and field testing. The Programmed Assistant will assist with the day to day administration of the WCP office. The position requires a personal commitment to women's and child protection and empowerment and a desire to work on behalf of women and girls in the community.

Position objectives:

- Assist in the overall smooth running and day to day activities of the palava project in Liberia
- Provides daily program /WCP office related administrative support to the Design Specialist and WCP Coordinator and Assistant WCP (including but not limited to program procurement)

Technical Quality

- Assist the program to complete tasks, including but not limited to raising purchase requests, tracking program procurements (working closely with IRC supply chain department), obtaining needed material supplies, etc.
- Follow-up on partner to ensure timely exchange of data and information.
- Assist in maintenance of proper documentation and oversee tracking of all international travel of expatriate and country team.
- Other duties as require to maximize program outcome.
- Assist program in developing and organizing training materials, logistical needs (eg. transport booking, accommodation bookings etc), and program activity supplies.
- Assist team communication and team building by supporting cross-communication between WCP teams and other IRC Departments as directed by Snr WCP Co and Assistant WCP Co.
- Promotes and models the GBV and CP guiding principles throughout all WCP activities; to ensure that the voices of women, girls and children are represented and supported.

Grants, Finance Monitoring & Reporting

- Assists the Design Specialist and Assistant WCP Co. to prepare and submit regular work, procurement etc. plans and activity/reports by gathering and supplying inputs for supervisor review and feedback.
- Assists the Design Specialist to prepare and submit financial documentation as required by IRC policies.
- Ensure all activities are carried out in accordance with IRC policies and procedures.
- Other duties as assigned by the supervisor to enable and develop IRC WCP programming.

Job Requirements:

Skills and Experience:

1. Demonstrated commitment to women and children's protection and empowerment through volunteering, work or other relevant experience.
2. Understanding of principles of confidentiality, respect, consent, integrity, service and accountability.
3. Ability to communicate with staff, beneficiaries and communities in a positive, professional, respectful and supportive manner, and to respect diverse thoughts and opinions.
4. Ability to work under pressure, coordinate multiple tasks and maintain attention to detail and accuracy.
5. Ability to work as a member of a team, including with others from many cultures
6. Good standard of written and spoken English.
7. Excellent skills with Microsoft Word Office, Excel, PowerPoint, Outlook etc.
8. Ability to pay attention to detail
9. Previous experience of working with program procurements, is an asset.

Education Required:

Candidate must have an Associate degree in Finance or Public Administration with at least 2 years of experience.

Standards for Professional Conduct:

The IRC and IRC workers must adhere to the values and principles outlined in *IRC Way - Standards for Professional Conduct*. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

To apply: e-mail your CV and covering letter to:

IRCLiberia.Recruitment@rescue.org or address it to: Human Resources Coordinator, International Rescue Committee, 11th Street Sinkor, Russell Avenue, Sinkor, Monrovia, or forward it to IRC's nearest offices in Nimba, Lofa, Bong, Mary Land County. Clearly label the envelope (Application: Program Assistant- Palava Project). Deadline for submission is March 31, 2017 at 4:00 pm.