



**Job Title: Deputy Programme Manager (Market Development) – Light Up Liberia ( NATIONAL ONLY)**

**Location: Monrovia Liberia**

**Reports Directly To LUL Programme Manager**

**Salary Grade Level:**

**Duration of Contract: 1 ½ year (with possibilities of extension)**

**Supervisory Role:**

## **The vacancy is open to both internal and external candidates**

### **PROGRAMME/DEPARTMENT SUMMARY:**

Mercy Corps exists to alleviate suffering, poverty and oppression by building secure, productive and just communities. Mercy Corps has been operational in Liberia since 2002, implementing programmes in food security, peace building, and youth empowerment, and over the last year, engaging in social mobilization and economic development in response to the impacts of the Ebola outbreak. Mercy Corps Liberia currently has funding from the European Commission (EC) through a 36-month programme entitled Light Up Liberia in Bong, Margibi, Grand Bassa, Lofa, Gbarpolu, Nimba and rural Montserrado counties. With the EC's support, Mercy Corps Liberia will improve access to affordable and sustainable energy services for rural families living in poverty and achieve the following results:

R1) Develop a replicable model for electrifying 3000 households with basic "Tier 1 and Tier 2" lighting and charging access R2) Improve market access to small scale lighting, charging, cooking products, and supporting services through supporting energy market actors R3) Develop financial products designed to increase access to renewable energy R4) Improve the enabling environment for private sector energy companies to invest in developing solutions for rural electrification in Liberia, including integrating renewables into vocational education curricula in partner TVET institutions.

The Light up Liberia (LUL) team is small, dynamic and collaborative. While each person has a core focus area, the team works together across results to achieve outcomes that improve access to high quality energy products and services for individual households while improving the overall enabling environment for energy service companies to thrive and expand essential services throughout the country.

### **General Position Summary**

We are looking for a Deputy Programme Manager who is passionate about creating and driving engagement strategies and programmes within targeted market sectors in order to grow the uptake of Solar Photovoltaic systems. Reporting to the Programme Manager responsibilities include; working closely with the Business development specialist, Financial Services and Investment Specialist and the Energy Specialist to define the market led programme and deliver the resultant strategy. This position will include responsibility for defining the strategy for dealing with existing and new partners. The role is externally focused to ensure the market place is understood and that the programmes are positioned correctly to deliver success. The Deputy Programme Manager supports the LUL Programme Manager in the day to day implementation of programme activities in Liberia. S/he will work closely with the LUL programme specialists to ensure smooth programme implementation and delivery of programme objectives.

### **Essential Job Responsibilities**

Strategy & Vision:



- Recognize opportunities for innovative action and create an environment where alternative viewpoints are welcomed.
- Develop and organize activities to secure resources for programme implementation.

#### **Programme Management:**

- In the absence of the Programme Manager, act on his behalf, managing the project and working closely both with Senior Management and support staff (including finance, administration and program) to ensure the day to day activities are implemented according to schedule, budget and required quality
- Understand the technical components of the project and manage both technical partner and government relationships along with team sector leads.
- Directly support the Programme Manager to manage all operations and activities related to the LUL Programme Manager according to the work plan, project document and implementation strategy.
- Responsible for the development and delivery of the market strategy and position the LUL programme to ensure it provides a solid value proposition for our target beneficiaries
- Responsible for the definition of the market led project activities and the subsequent delivery of it through the LUL team
- Understand beneficiary needs to ensure programme and services meet those needs and engage intimately with beneficiaries on an ongoing basis
- Coordinate and share information to ensure overall projects targets and donor obligations are being achieved. Troubleshoot on reporting and programmatic needs. Advise supervisor on suggested improvements and necessities, as required.
- Contribute to the design and implementation of trainings in any areas related to the LUL activities for staff, communities and project beneficiaries.
- Coordinate closely with the Programme Manager and relevant administrative and finance staff to ensure proper logistics, administration, human resources and transport needs of the project are conducted within MC policy and with the maximum benefit to the project.
- Support the LUL Programme Manager in forecasting expenditure surpluses and deficits to enable adjustments to be made to the project in a timely fashion.
- Work with the Programme Manager in overseeing the project filing system for all LUL related activities and ensure that information is organized accordingly to the reporting and auditing needs of the project. Ensure required levels of confidentiality.
- Provide direct and ongoing supervision and managerial support to all national LUL programme Specialists and assistants.
- Other duties as assigned.

#### **Finance & Compliance Management:**

- Ensure compliance with donor and Mercy Corps regulations related to emergency programming.
- Responsible for expenditure tracking of activities carried out in the field

#### **Influence & Representation:**

- Identify, build and manage collaborative partnerships with the community, government and other stakeholder's
- Communicate effectively to ensure overall project targets are met.



#### Security:

- Ensure compliance with security procedures and policies as determined by country leadership.

#### Organizational Learning:

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

#### Supervisory Responsibility:

- The Deputy Programme Manager will supervise 5 LUL Staff

#### Knowledge and Experience

- MA/MS/MBA in relevant field required.
- Project Management qualification will be an added advantage
- Minimum **6 -12 years** of experience working in the private sector: specifically in management consulting, project management, business administration, business development, enterprise development, or private sector development.
- Previous project management experience will be an added advantage
- Ability to think “outside the box” to identify areas to drive innovation
- Experience managing multiple stakeholders with divergent objectives and motivation
- Experience managing teams (minimum 3 people managed within the last 3 years)
- Strong experience in budget planning, budget monitoring and Work plan development
- Experience in capacity building: conducting trainings and workshops;
- Willingness to travel to remote areas;
- Ability to work under pressure
- Interpretation and evaluation of information from a range of sources.
- Ability to influence key decision makers and to challenge when necessary.
- Ability to build relationships, coach and influence at all levels and deliver passion from the team to deliver the best results.
- Ability to exercise effective judgment, discretion, sensitivity, creativity to changing needs and situations.
- Demonstrated strengths in analytical skills, monitoring and evaluation, and report writing
- Strong interpersonal, intercultural and communication skills
- Excellent oral and written skills in the English Language

#### How to apply

interested and qualified candidates should send their CV's and Cover Letter in one document, addressing the position requirements to: **lr-job@mercy Corps.org**. All applications must include the position title in the subject line.

**Last date for submission of Application (CV and cover letter) is 15th September 2017 by 4:00 pm**



**Mercy Corps Liberia follows an equal opportunity policy and actively encourages diversity-welcoming applications from all especially women and people living with disability.**