

Terms of Reference Senior Programme Officer-Agronomist

Position: Snr. Programme Officer

Location: Bong

LoE: Initially 24 months (with the possibility to extend)

Start Date: ASAP

Solidaridad West Africa is recruiting a Programme officer to assist in the implementation, coordination and monitoring of a number of projects in terms of implementation activities and in line with the programme goals and terms of reference. The position holder shall provide assistance to the Programme Manager to deliver on the mandate of the programme.

Project Background

The Liberia Cocoa Sector Improvement Programme has the following five objectives:

- Improved farm-level sustainable production and productivity;
- Improved cocoa sector regulatory and institutional framework;
- Enhanced capacity of sector governance structures;
- Improved vertical market integration, access and visibility of Liberian cocoa;
- New employment for youth and women along the cocoa value chain.

Solidaridad will work with relevant stakeholders and partners across all five objectives.

Position Background

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Main Tasks

The main tasks of the Senior Programme Officer will be:

- Support the Programme Manager to co-ordinate and manage the activities of the cocoa programme.
- Assist in the planning, coordination, and documentation of meetings, workshops, seminars and other activities of the programme, focusing on the technical aspects.
- Assist the Programme Manager in the establishment of a database for the project
- Organize and maintain the projects/programme documentation, filing system and projects/programme library
- Prepare annual work plans for the project

- Liaise with the respective agencies and other external parties to ensure programme plan is achieved
- Assist in defining the terms of reference, selection, and supervision of contracted third parties in carrying out the project activities, including performance evaluation
- Conceptualize, prepare and implement workshops, seminars, and other events on subjects that are related to the project / programme field of activities
- Monitor project progress, review reports and documents concerning the progress of collaborative programs
- Cooperate with local communities, relevant organizations, non-governmental bodies and persons within the project / programme environment as well as with other projects in order to enhance and maintain good working relationships
- Communicate and channel local interests and aspirations, and exchange ideas and information for the benefit of the projects
- Coordinate and prioritize relevant project activities at the local level in cooperation with the partners, as well as in organizational preparation and in the implementation of these activities
- Prepare budget for key events and related financial documentation
- In the absence of the Program Manager, undertake appropriate actions to facilitate continued operation of the program
- Supervise and co-ordinate the work of the Solidaridad office in the area of operation. Ensures all data collected is sufficiently accurate and is properly transcribed and managed.
- Compile information and ensure knowledge transfer to relevant parties
- Develop strategies and technical concepts including guidelines, manuals, and procedures, which are ready to be applied
- Prepare reports and presentation materials
- Prepare appropriate input to the project reports and publications including annual reports; contribute to other reports required by the Program Manager
- Support research and study activities on policy topics that will benefit collaborative programs
- Any other task as assigned by the Programme Manager

Knowledge, Skills and Abilities (Competencies)

Knowledge

- Project Management
- NGO Management
- Community Development

Skills

- Excellent command of MS-Office
- Good working knowledge of modern telecommunication systems
- Communication and Presentation skills
- Budgeting for field work
- Negotiation
- Research and learning
- Report writing

Attributes

- Proactive
- Innovative and creative
- Organized and multi-tasking
- Teamwork
- Openness
- Problem solver

Formal education and experience

- BSc degree in relevant field as Development studies, Environmental studies, project management
- Minimum 3 years of relevant experience in implementation of cocoa programme, environmental and integrated rural development projects implemented by national/international NGO's.
- A Master's degree will be an added advantage

Reporting

- The Snr. Programme Officer will report to the Program Manager

Interested candidates can send a one-page motivation letter (addressed to the Administrative Manager, Solidaridad West Africa) and a resume in English to vacancies.li@solidaridadnetwork.org and state "Application: **Senior Programme Officer-Agronomist**" in the subject line. **The closing date for applications is Monday, January 15, 2018.** For more information about Solidaridad please visit our website: www.solidaridadnetwork.org.

Only candidates who are under consideration will be contacted for an interview.