

LINGO Forum Office

c/o Welthungerhilfe

18th Street, Sinkor

## LINGO FORUM COORDINATOR – RECRUITMENT

The Liberia International Non-Governmental Organizations (LINGO) Forum is seeking a new LINGO Coordinator (terms of reference attached).

The successful candidate will be a highly self-motivated individual, ideally with experience working in an international NGO context. They will have demonstrated skills and experience in coordination, administration and effective communication. The candidate can be either an international or national already residing in Liberia.

Interested candidates should email their CV and a cover letter explaining why they are interested in the role to: [lingoliaison@gmail.com](mailto:lingoliaison@gmail.com) and [evelyn.moorehead@plan-international.org](mailto:evelyn.moorehead@plan-international.org) by **5pm Monday, June 18<sup>th</sup>**. Please put “LINGO Coordinator position, [candidate’s name]” in the subject title for the email.

This will be a consultancy / service provision contract and not an employment contract. Please refer to the attached terms and conditions for further details.

## **TERMS OF REFERENCE**

### **Introduction:**

The INGO Forum of Liberia, known as the Liberia International Non-Governmental Organizations (LINGO) Forum, was established in 1997 and was initially known as the Management Steering Group (MSG). The name was subsequently changed to more succinctly reflect the structure of network of INGOs, and the forum has been continuously in existence since 1997. The mission of LINGO is to support its members and facilitate communication via information sharing, advocacy, liaison activities, and capacity building. LINGO also aims to actively and effectively liaise with entities outside of the INGO community and often functions as a point of contact for the entire INGO community in Liberia.

### **LINGO Coordinator Primary Responsibilities:**

The LINGO Coordinator (LC) will be primarily responsible for the below-mentioned items. These items will be utilized to attain deliverables within the timeframe agreed upon between the LC and the LINGO Coordinating Committee.

- Facilitate monthly meetings of Country Directors of LINGO
- Be the primary contact individual for inquiries regarding LINGO
- Communicates with external entities including, but not limited to United Nations, Government of Liberia and other INGOs/NGOs
- Facilitation of communication within the LINGO Forum by ensuring that communications adhere to guidelines set forth in applicable LINGO ToRs and SOPs
- Ensure that INGOs seeking new membership within LINGO meet eligibility criteria as outlined within the New Membership criteria within the SOPs
- Ensure that LINGO members continue to maintain membership adhering to the criteria set forth within the LINGO ToR
- Responsibility and management of daily LINGO operations including Logistics and Finances in accordance with LINGO SOPs
- Conduct internal assessments on LINGO to gauge member needs, member satisfaction and LINGO operational and programmatic gaps
- Facilitate the research, design and implementation of LINGO activities
- Chair the Support Group meetings
- Perform all responsibilities and duties in accordance with applicable LINGO ToR's and LINGO Standard Operating Procedures (SOP)
- Any further duties or responsibilities as requested by LINGO Coordinating Committee.

### **Essential Criteria**

- Undergraduate in Business Administration or similar field
- At least 3 years previous experience in a similar role
- Fluency in English
- Excellent written and oral communication skills
- Adept in Microsoft Office

**Terms of agreement:**

A service fee will be paid to the LC at the end of each month for 30 hours of work per week. This fee is paid for through LINGO Forum membership contributions. Accommodation will not be provided for the LC and is not the responsibility of the host-INGO or LINGO.

The LC will be responsible for her/his own personal security as well as her/his own medical, evacuation, and travel insurance.

This position will be for persons currently residing in Liberia.