Employment Opportunity at Embassy of Ireland (Irish Aid),
Monrovia

Senior Programme Advisor - Governance

Role and responsibilities:
Under the direction of the Head of Development, the Senior Programme Advisor on Governance will manage the Embassy of Ireland/Irish Aid’s governance programme in accordance with agreed institutional standards of programme and grant management. The Governance Advisor will be required to:

- Manage existing programmes, grants and partnership relations;
- Support programme development and design under the Mission Strategy 2019-2023;
- Engage in national-level dialogue and coordination on governance issues;
- Provide relevant reporting and analysis of governance issues;
- Undertake monitoring visits and training which will involve frequent national travel and occasional international travel;
- Provide significant support the Embassy of Ireland/Irish Aid’s gender programming.

Candidate profile:
To be considered eligible a candidate must have:

Essential:
- Masters’ degree in a relevant field – e.g. development studies, international relations.
- Five years + of specific post-qualification experience at the same level in a similar role with a bi-lateral, multi-lateral organisation, Government or NGO.
- Demonstrated experience in strong programme planning, implementation, management and monitoring skills.
- An excellent understanding of governance and human rights issues and context in Liberia.
- Ability to work as part of a team and in partnership with other stakeholders.
- Proficiency in the Microsoft suite of applications.
- Fluent English. Excellent written and verbal communication skills.
- Interpersonal skills to form effective working relationships with people at all levels and the ability to handle a leadership role;
- Commitment to team working, with the ability to work on one’s own initiative.
- Commitment to Irish Aid’s values.
- The legal right to work in Liberia. All locally hired staff are required to have a legal entitlement to live and work in Liberia prior to hiring.

Desirable:
- Demonstrated experience and/or qualifications relating to gender issues and gender programming.
How to apply:

- Send a covering letter of no more than two pages setting out how your experience and expertise meets the eligibility criteria.
- The letter should be accompanied by your Curriculum Vitae (maximum 5 pages) including a list of referees.
- Applications for the position of Senior Programme Advisor must be sent by email to david.karnean@dfa.ie at latest by 5.00pm on 19th July 2019.
- You must include the title of the job you are applying for and your name in the email subject line in the format “Job Title First Name Surname”, for example: Senior Programme Advisor Miatta Jallah or Administration Officer Joseph Mansaray.

Please note that these instructions should be strictly adhered to. Late or incorrectly titled applications will not be considered and excess pages will not be appraised.

All emails received will be acknowledged. Shortlisting of candidates is part of the recruitment process. Please note that only short-listed applicants will be contacted.

Data protection:
All personal information received will be kept in line with GDPR and Data Protection guidelines.

Security clearance:
Police clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland is committed to a Policy of Equal Opportunity.