



CNFA

INTERNAL/EXTERNAL VACANCY

JOB TITLE: COUNTY COORDINATOR

LOCATION: LOFA COUNTY

PROJECT: Liberia Agribusiness Development Activity (LADA)

CNFA

CNFA is a US-based nonprofit nongovernmental organization (NGO) that works to stimulate economic growth and improve rural livelihoods in the developing world by empowering the private sector through five core capabilities: (1) Productivity, Food Security and Nutrition; (2) Input Supply and Farm Services; (3) Economic Resilience and Rapid Recovery; (4) Value Chain Development; and (5) Volunteer Technical Assistance. CNFA assists smallholders in increasing household-level food security and nutrition through improved agricultural practices, introduction of new varieties, diversification of crop production, food preservation and storage, development of farmer-based organizations (FBOs) and strengthened linkages to markets.

PROGRAM DESCRIPTION

LADA is a four-year project that aims to improve the agricultural development and food security initiatives at the community- and national-level in Liberia. The LADA project aims to strengthen “aggregation clusters” through facilitating business relationships that link suppliers, producers, processors, buyers, and investors so that all actors along the value chain can benefit from sustainable growth. To achieve this vision, CNFA will increase investment into the sector, as well as improve access to finance, quality inputs, mechanization, agricultural advice, and markets so that Liberian smallholder farmers can increase their production and participation in the market.

POSITION SUMMARY

Under the supervision of the Investment Promotion Specialist, the County Coordinator will provide technical and operational leadership to relevant community based stakeholders, consisting of agro-dealers, processors, aggregators, farmers and farmer organizations to ensure effective implementation of the Liberia Agribusiness Development Activity (LADA) project. The Coordinator will facilitate, coordinate and monitor project activities designed and developed for the county. To this end, he/she will coordinate a variety of operational capacity building activities aimed at expanding access to and using of agricultural inputs and post-harvest handling, processing, packaging, and marketing services. The County Coordinator, as the principal field officer, will administer the daily operations of the county office, such as safeguarding and prudently managing all assets including fixed assets as well as supervising the field staff. **This position reports to the Senior Agribusiness & Private Sector Advisor.**

CNFA – LADA is in search of a qualified individual (Education & Experience) to occupy the vacant position of COUNTY COORDINATOR FOR LOFA COUNTY.

DUTIES AND RESPONSIBILITIES

The duties of the County Coordinator will include but not be limited to:

- Manage the operational and administrative support system of the field office.
- Ensure that operational and project financial records are properly organized, updated and regularly backed up.
- Coordinate in identifying and organizing existing agro-dealers for certification.
- Establish and maintain a comprehensive database of targeted farmer beneficiaries operating in the county.
- Assist in identifying and creating aggregation clusters to facilitate and coordinate smallholder farmers' access to finance and marketing system.
- Coordinate technical advice and professional support to aggregators, agro-dealers and farmer groups/organizations in developing their business plans; coaching and mentoring in basic book-keeping and records management; and identifying linkages to investment and marketing opportunities to strengthen the aggregation model developed and initiated under the LADA project.
- Collaborate in the execution of county based capacity building activities for partner farmer organizations and their members in diverse areas of the acquisition, use and disposal of agricultural inputs such as fertilizers, seeds, pesticides, etc.
- Support other project activities that will enhance the value chains supported by the LADA project, including giving adequate attention to active participation of youth and women in the value chains operations.
- Ensure routine follow-up of project activities in the county to ensure conformity with the Implementation Plan of the LADA project, and report on progress, highlighting challenges and recommending solutions.
- Collaborate in the mobilization process and outreach campaigns of the LADA program to sensitize community members about the opportunities of the value chains initiative.
- Contribute to the preparation of annual work plans and annual reports.
- Submit monthly project performance reports to the Investment Promotion Specialist.
- Perform other duties as may be assigned by the **Senior Agribusiness & Private Sector Advisor**.

QUALIFICATIONS

- Minimum of Bachelor's degree in agriculture, finance, management, sociology, and other related field of study.
- Excellent English (oral and written communication skills); fluency in local language is an added advantage.

- Three years of experience in agriculture extension services or working experience with national or international development programs in Liberia involved with farmer organizations to improve their capacity.
- Strong data collection, analytical and report writing ability.
- Strong organizational and interpersonal skills and ability to work in a team.
- Willingness to take up assignment in a rural county.

Deadline for submission of application: **27 JULY 2018 at 4:00 P. M.**

Applicants may apply in the following manner:

Hard Copy: Submission in hard copy should be addressed to the Human Resources Department, CNFA/USAID - LADA Program, Tubman Boulevard, Congo town (Behind Cuttington Graduate School), Monrovia, Liberia. Please indicate on the back of the envelope: "COUNTY COORDINATOR".

Electronic Copy: Electronic submission should be done by using the email address - ladahr@cnfa-liberia.org. Electronic applications should include the position title: "COUNTY COORDINATOR" in the subject line.

CNFA is an equal opportunity employer; therefore, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY. APPLICANTS SHOULD SUBMIT SALARIES HISTORIES (PAST/CURRENT) WITHIN THEIR CVs. ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED. FAILURE TO PLACE THE "COUNTY COORDINATOR" ON THE ENVELOPES (HARD COPIES) OR IN THE SUBJECT (ELECTRONIC COPIES) AND FAILURE TO PROVIDE SALARY HISTORIES IS AN AUTOMATIC DISQUALIFICATION OF SUCH APPLICATIONS.