

## Advertisement

### POSITION DESCRIPTION

#### LIBERIA ACCOUNTABILITY AND VOICE INITIATIVE (LAVI)

##### Capacity Development Specialist

**PROJECT BACKGROUND:** The Liberia Accountability and Voice Initiative (LAVI) is a five-year, USAID-funded project to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms. It aims to increase the influence of citizens and media in the governance of public goods and services, as well as to create more effective, accountable, and inclusive governance in Liberia. USAID LAVI is comprised of four complementary objectives:

1. Increased horizontal and vertical linkages among actors engaged in similar issues;
2. Increased organizational capacity of targeted Civil Society Organizations (CSOs) to participate in issue-based reforms;
3. On-going capacity development services available on local market; and
4. Learning and methodologies shared and applied by other development actors

**1. LOCATION:** Monrovia, Liberia

- 2. OBJECTIVE:** The Capacity Development Specialist will support the capacity development team and be responsible for supporting the activities related to organizational and technical capacity development for local partners. S/he will play a leading role in facilitating capacity assessments for local partners, developing capacity development plans and capacity development scope of work including monitoring, coaching and mentoring local partner's implementation of capacity development plans. S/he will assist in preparing CSO's to receive high quality customized organizational and technical training from service providers including support to service providers to enhance their technical range and pedagogical approach. This position will also assist in facilitating advocacy training, lessons learnt conferences and strengthening coordination mechanisms amongst civil society organizations.

**3. TASKS AND RESPONSIBILITIES**

- Assume a leading role in the design and facilitation of CSO's institutional and advocacy capacity assessment and development of capacity development plans
- Lead the drafting of writing weekly updates and CSO's monitoring notes
- Lead the drafting of CSO's capacity development assessment reports and capacity development scope of work
- Coach and mentor CSO's in the implementation of capacity development plans and recommend appropriate activities to develop CSO's skills and promote organizational learning and change
- Assist in the facilitation of training and mentorship of CSO's that cover a broad range of areas across concept note, proposal writing, lessons learned conferences, peer-to-peer exchange events, advocacy and shared vision workshops
- Perform other duties as assigned by supervisor

**4. QUALIFICATIONS & COMPETENCIES:**

- Minimum 5 years' experience providing capacity development for civil society organizations or community based organizations
- Extensive experience facilitating direct participatory assessments, trainings and workshops for civil society organizations or community based organizations
- Good communication and listening skills
- Good facilitation and report writing skills
- Bachelor's degree in a related field required

**5. REPORTING AND SUPERVISION:**

- Reports to the Capacity Development Manager

**6. HOW TO APPLY:** If you are interested, please send the following to LAVI by no later than **January 11, 2019** to email address [LAVIrecruitment@dai.com](mailto:LAVIrecruitment@dai.com).

- Detailed CV - outlining all previous professional experiences.
- A cover letter that explains **(1)** why you are interested in the LAVI program and the role of Capacity Development Specialist, and **(2)** why you are best suited for this role.
- Name of three professional references.

**USAID LAVI values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply**

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