



**Plan International Liberia**  
**Job Announcement (1Position)**  
**Staff-307-05-2018- Program Quality and Delivery Manager**  
**The vacancy is opened to Internal and External candidates.**

Plan International is a leading girls and children's rights organization. **Plan strives for a just world that advances children's rights and equality for girls. We motivate our people and partners to:**

- empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability
- drive change in practice and policy at local, national and global levels through our reach, experience and knowledge of the realities children face
- work with children and communities to prepare for and respond to crises, and to overcome adversity
- support the safe and successful progression of children from birth to adulthood

Plan operates in 77 countries around the world. It brings its support to millions of children, their families and communities, mainly in Africa, Asia, Middle East, and South America. It implements projects in the Health, Water and Sanitation, Education, Child Protection, Sustainable Livelihood, and cross-cultural communication. Child sponsorship forms the basis of our work with children. Worth to mention, Plan International global ambition is to support 100 million girls learn, lead, decide and thrive!

As part of its commitment to support Plan International Federation reach 100 million girls so to learn, lead, decide and Thrive, Currently Plan International Liberia is developing a new country strategy which will focus on reaching 1.4 million girls and children all over the country and with a strong commitment to work with all partners at various levels to put an end to early marriage and Female Genital mutilation (FGM)!

Moreover, Plan International Liberia is committed to ensure that Child Protection and Gender transformative practices are key integral part of all its work including the organizational structure and staffing. Accordingly, women are strongly encouraged to apply for this post!

**We are currently seeking to recruit for Plan International Liberia program:-**

**Title:** Program Quality and Delivery Manager  
**Location:** Monrovia  
**Status:** National Post (Fixed Term)  
**Department:** Program  
**Reports to:** Deputy Country Director-Programs

**Summary of the position:**

Reporting to the Deputy Country Director-Programs, the Program Quality and Delivery Manager will be working in tandem with other unit managers and PUs to ensure the timely and quality delivery of Plan International Liberia programs, as committed to in the Country Strategy (CS) under the direction of the DCD-Programs. In addition, (the PQDM) will be working closely with Sponsorship Manager and PU Managers to ensure a stronger integration of sponsorship programs and sponsored children with grant funded projects. Worth to mention, (s) he will be playing a key role in designing new projects geared towards achieving the overall strategic goal of Plan International Liberia.

## **Roles and Responsibilities:**

### **Strategic Leadership & Program Management**

- To work closely with various units in Program department, other country office departments (Operations, HR & Finance) and the program units to increase inter departmental coordination for an improved country wide cohesive program quality and delivery mechanism.
- To conduct regular monitoring visits to Plan International Liberia communities/Program Units to ensure that programs are being implemented on time, to budget and to the expected quality standards.
- To ensure a consistent application of project management practices across all projects within PIL.
- To lead the annual planning exercise in collaboration with all other departments and PUs ensuring that grant-funded projects are significantly contributing to the implementation of cost recovery policy.
- To work with the DCD-P, Program Unit Managers, Finance Manager and D M&E Manager to ensure quality and timely project reports (narrative, financial and audit) are prepared and submitted to the donors in line with reporting guidelines and agreements.
- To liaise with the communication Coordinator to ensure that projects across the organization are implemented using appropriate program communication tools, content and medium, and continuous learning and documentation of change in the lives of girls, children and communities are collected and disseminated across Plan International Liberia and with NOs/donors.

### **Management Support:**

- Under the overall leadership of the DCD-P, provide management support and oversight to the project managers/coordinators working on large and high value grants as well as business development coordinators.
- To work in close collaboration with the DCD-P, PU Managers & the HROD Manager to promote a culture of high performance, mutual accountability and learning within the team, particularly the unit staff located in the PUs.
- Contribute to the development of direct reports by setting individual objectives and providing feedback of performance versus objectives to maximize levels of individual performance.
- Provide guidance and support to direct reports to ensure that the team is equipped with the necessary resources, tools, skills and caliber enabling the unit to maximize its performance.
- Manage the team planning and development including recruiting, training and developing staff capabilities to ensure that employees are equipped with the knowledge and capabilities to achieve program objectives.

### **Budget Management:**

- To work closely with the DCD-P and Finance Manager for an improved design and application of cost apportioned procedures and application. .
- To work in close collaboration with the Finance Manager and Program team to review monthly budget versus actual expenditure reports and to guide regular reforecasting exercises to ensure that program expenditure remains on time and to the approved budget.

### **Networking and Influencing!**

- Create opportunities for Plan International Liberia to form networks/ coalitions with the overall purpose of influencing local and national decision makers to take positive actions that can change the lives of millions of girls and children in the country.
- Represent Plan International Liberia in major events and forums as and when required.

### **Compliance and Reporting:**

- Under the guidance of the DCD-P, work in collaboration with the Finance, HR, Internal Control & Operations departments to ensure that all Plan International Liberia program expenditure is compliant with institutional donor and internal regulations, including providing the necessary support to the local partners as required.
- Ensure that management action plan is prepared and followed up for audit and evaluation report findings.
- As required, manage the preparation and consolidation of program reports ensuring that progress of programs is communicated to different parties with the required quality standards and in collaboration with relevant departments and units.

### **Others:**

- Ensures that Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International's Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

### **Minimum Qualifications, Skills and Experience**

#### **Knowledge**

- A degree in Social Sciences, Development Studies or related discipline, or equivalent.
- Understanding of community development principles and strategies including rights based programming.
- Strong Experience in project management.

#### **Skills**

- Leadership and team building skills.
- Report writing and negotiation skills.
- Excellent communication, presentation and problem solving skills.
- Fluency in English language.

#### **Behaviours**

- Willingness to learn and work under stress.
- Positive attitude and strong belief in empowering communities.
- Strong commitment to children's poverty and gender equality.
- Positive attitudes, self-assertiveness and capacity to inspire others.
- Decision making skills.
- Influence and communication and able to communicate concerns to managers and teams

### **Behaviours (Plan International's values in practice)**

#### ***We are open and accountable***

- Promotes a culture of openness and transparency, including with sponsors and donors.
- Holds self and others accountable to achieve the highest standards of integrity.
- Consistent and fair in the treatment of people.
- Open about mistakes and keen to learn from them.
- Accountable for ensuring we are a safe organisation for all children, girls & young people.

#### ***We strive for lasting impact***

- Articulates a clear purpose for staff and sets high expectations.
- Creates a climate of continuous improvement, open to challenge and new ideas.
- Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
- Evidence-based and evaluates effectiveness.

### ***We work well together***

- Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
- Builds constructive relationships across Plan International to support our shared goals.
- Develops trusting and 'win-win' relationships with funders, partners and communities.
- Engages and works well with others outside the organization to build a better world for girls and all children.

### ***We are inclusive and empowering***

- We empower our staff to give their best and develop their potential
- We respect all people, appreciate differences and challenge equality in our programs and our workplace
- We support children, girls and young people to increase their confidence and to change their own lives.

### **Applications:**

**Last date for submission of Application (CV and cover letter) is: 10<sup>th</sup> June, 2018 by 4:30 pm**

Interested candidates need to send their updated CV and a cover letter (**maximum 1 page**) to [liberia.recruitment@plan-international.org](mailto:liberia.recruitment@plan-international.org) on or before the closing date mentioned above. Subject line of submission mails will only bear the indication: ***Application for LBR- Program Quality and Delivery Manager***

Only short-listed candidates shall be contacted. References will be taken and background and anti-terrorism checks will be carried out in conformity with Plans Child and Youth Safeguarding Policy, Fraud, Code of Conduct, Harassment, Discrimination and Bullying Policy. **Plan follows an equal opportunity policy and actively encourages diversity welcoming applications from all especially women and people living with disability.**