



SHALOM

**EXPRESSION OF INTEREST (EOI) FOR PROJECT
JOB PLACEMENT OFFICER AND ADVOCACY OFFICER
UNICEF/PCA/LIBERIA/2017 B-CAP**

UNITED NATIONS CHILDREN FUND

Introduction

Interested Applicant(s) is/are informed that SHALOM, Inc. a local faith based humanitarian organization caring especially for vulnerable women and children, has received a grant from UNICEF for the project title “Be a Change Agent Program” (B-CAP). The program seeks to improve the economic status for 310 adolescents through entrepreneurship development trainings. 60 beneficiaries shall be trained in the following vocations:

- Hospitality Industry
- Cosmetology
- Pastry and
- Tailoring

This program is being implemented in the Borough of New Kru Town for Girls and Boys ages range from 10-19 years old. The program is in support of the Government of Liberia and UNICEF PCA/Liberia/2017/ on Program Corporation for the period March 1, 2017 to March 30, 2018. In view of the above, SHALOM, Inc. is accepting application from interested Individuals/applicants for the positions of a Job Placement Officer and an Advocacy Officer.

BACKGROUND

SHALOM is a non-profit, non- governmental organization registered under the laws of the Republic of Liberia as a community -based organization involved in health and non-health related development programs. Founded in February 2010, its Accreditation/ registration number is MPEA/NGO/AC# 0797 which was accompanied by a letter of Sectorial Health Clearance from the Ministry of Health (MOH/SW) and classified as a National NGO.

ROLES AND RESPONSIBILITIES OF THE JOB PLACEMENT OFFICER (JPO)

- The Job Placement Officer will be directly responsible for the placement of girls’ internships and employment.
- Facilitate and help beneficiaries build on their self-esteem and competency
- Ensure that there is smooth program implementation in your assigned area
- Guide and monitor the regular functions of beneficiaries within their employment section

- Ensure the effectiveness of entrepreneurship program with targeted beneficiaries and work with them closely for supervision
- Prepare and submit periodic work plan and reports, as may be required, to your Supervisor
- Perform other duties as may be required by your supervisor

QUALIFICATIONS

- Candidate should have a minimum academic qualification of a Bachelors in Business Administration or related field
- Should have a minimum of two years' experience in working with civil society organizations, or government structure and urban livelihood experience
- Must be familiar with working with at-risk youth and be well connected and able to network within the private sector
- Candidate should have negotiation and mobilization skills
- Capable of working under pressure
- Ability to address challenges through strategic plans
- Excellent in written and oral communication
- Should be a Liberian with unquestionable character

ROLES AND RESPONSIBILITIES OF THE ADVOCACY OFFICER (AO)

- Lead advocacy effort on specific advocacy priorities, in conjunction with the executive Director, represent SHALOM and Samaritan Purse to high profile policy makers, practitioners, think-tanks, academic partners, the media and the public. Advocates to support the development of SHALOM and Samaritan Purse advocacy strategies and activities on those priority issues relating to Adolescents
- Produce regular updates on the work of SHALOM and Samaritan Purse activities under the BCAP project.
- Identify possible items/content sections/ articles to include based on past and upcoming SHALOM activities, produce new publications on activities relating to advocacy issues, identified by partners, staff, beneficiaries through working groups/ member meetings/ focal points etc.
- Contact and follow-up/confirmation of media outlets etc. for broadcasting/ promotion of activities and submission of press releases
- Preparation of any public reports/ press releases/ newsletter articles etc. related to activities
- Support the process to form networks with various stakeholders such as development sector donors, NGOs, private sector, research organizations and academic institutions to mobilize their support for Adolescent Rights.
- Keep tabs on research and use the channels of advocacy to facilitate the process of lobbying for policy making/change

- Conduct meetings if required with relevant individuals/ stake holders involved with the issue to lobby and to facilitate cooperation/ communication/coordination if is a major issue in consultation with SHALOM's management/ working groups, plan for SHALOM's events (eg. Round table, provincial advocacy, workshop etc.) to be developed/ planned to respond to these identified issues/ topics
- Conduct other related functions as shall be determine by supervisors

QUALIFICATIONS

Candidate must have a minimum of first degree development studies, English communications or a related field. (Masters is an added advantage)

TO APPLY

Please send a CV (2 pages max.) and cover letter to:

Programme Manager/Human Resource Officer,
SHALOM's Central Office
Rehab Road P.O. Box 5188
Paynesville City, Liberia

Or Email: shalomliberia@hotmail.com

Please state clearly in the cover letter:

- Your reason(s) for applying
- Your relevant skills and experience
- Where you saw the job advertised

The closing date is: 4 p.m. Friday March 10, 2017.