

**VACANCY ANNOUNCEMENT**

<b>Position</b>	<b>Education Policy Assistant</b>
<p><b>1 Person</b></p> <p>Education Policy Assistant</p>	<p><b>About RTI International</b></p> <p><b>Mission/Education/Experience</b>  RTI is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. With a worldwide staff of more than 4,500 people, RTI offers innovative research and development and a full spectrum of multidisciplinary services. Universities in North Carolina founded RTI in 1958 as the first scientific organization in and centerpiece of the Research Triangle Park.</p> <p>RTI International is implementing the USAID-funded five-year Read Liberia Activity to improve reading outcomes of children in the early grades in Liberia. Read Liberia will work closely with and support the Government of Liberia’s efforts to improve the reading abilities of students in the early grades of public schools. RTI is an equal opportunity employer.</p> <p>RTI is recruiting Education Policy Assistant who will provide support to the Senior Education Adviser whose primary responsible is to provide administrative support and attend meetings at the MOE and with other partners. The Education Policy Assistant will be assigned at the Montserrado Head Office with travel to the field offices.</p> <p><b>Job Summary:</b></p> <p>The Education Policy Assistant will also support the Community Mobilization Director, and Senior Reading Director during MOE and official government events. S/he will contribute to Read Liberia Activity policy support process.</p> <p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• In collaboration with the Senior Education Specialist, supports, documents, and coordinates the project policy activities.</li> <li>• Maintain relationships with key sector partners, donors, consultants, host country counterparts, and stakeholders.</li> <li>• In collaboration with Senior Education Specialist, Community Mobilization Director, and Senior Reading Director provide administrative, strategic planning, and technical support to policy collaboration for Read Liberia.</li> <li>• Ensure meeting notes, communications, and best practices and lessons learned are captured and disseminated across project.</li> <li>• Support Senior Education Specialist, Community Mobilization Director, and Senior Reading Director on coordination of policy and MOE communications including planning and coordination across activities</li> <li>• Actively maintain and update the filing system for meeting minutes and ensure all records are properly filed</li> <li>• Performs other duties assigned</li> </ul>
<p><b>Qualifications</b></p>	<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Master’s degree or Bachelor’s Degree and 1 year of experience or equivalent combination of education and experience</li> <li>• <b>Skills &amp; Abilities:</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent knowledge of MS Word, Outlook, PowerPoint, Excel</li> <li>• Ability to understand and interpret policies and procedures as well as the ability to apply them with consistency in a variety of circumstances.</li> <li>• Ability to listen and communicate well both verbally and in writing</li> <li>• Strong note taking skills</li> <li>• Attention to detail and accuracy</li> <li>• Ability to multi-task and work well with others as well as independently</li> <li>• Ability to work independently</li> <li>• Ability to function independently and carry out routine responsibilities with minimal supervision</li> </ul>
<p><b>To Apply</b></p>	<p><b>Applicants are requested to send:</b></p> <ul style="list-style-type: none"> <li>• A motivation letter and updated curriculum vitae to: <a href="mailto:jobs@readliberia.rti.org">jobs@readliberia.rti.org</a></li> <li>• Address your application to: <b>Human Resources Department RTI International/USAID Read Liberia MK Kafel Building, Gardner Avenue Btw. 16th &amp; 17th Streets, Sinkor 1000 Monrovia, 10 Liberia</b></li> <li>• Interested applicants may submit hard or soft copy application</li> <li>• In the subject line of your email and applications, please list <b>Education Policy Assistant</b></li> <li>• Only shortlisted applicants will be contacted</li> </ul>
<p><b>Deadline</b></p>	<p><b>July 18, 2018 at 5:30 PM</b></p>