

**LIBERIA ACCOUNTABILITY AND VOICE INITIATIVE (LAVI)
ELECTORAL REFORM PROGRAM MANAGER**

1. 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

2. LOCATION:

Monrovia

3. OBJECTIVE:

The Electoral Reform Program Manager will be working under LAVI's objective one, which focuses on the strengthening horizontal and vertical linkages among Liberian election stakeholders to advocate for and monitor electoral reform process in Liberia. The Electoral Reform Program Manager is the technical lead and manages LAVI's electoral sector thematic window. He/she coordinates activities of LAVI's partners and LAVI's different teams and objectives that include objective two, three, four teams, Grants, Admin and Finance related to electoral reform. The Electoral Reform Program Manager is responsible to provide technical assistance to LAVI partners: CSOs, Liberian Legislature, political parties, National Election Commission and other Liberian Government Agencies on advocacy interventions related to electoral reform.

5. TASKS AND RESPONSIBILITIES

- Convene issue-based actors, and build linkages between communities, all levels of government, political parties, media and CSOs regarding electoral reform in Liberia.
- Provide technical assistance and training to project partners regarding electoral reform in Liberia in order to bolster their capacity to develop advocacy campaigns.
- Play a key role in identifying potential grantees in collaboration with other LAVI staff, particularly assessing their experience and knowledge of election sector in Liberia.
- Collaborate with the Grants Manager on development and implementation of grants related to election sector in Liberia. Review and finalize education partners' reports (milestone deliverables)
- Work closely with the ME&L Director, contribute to monitoring and evaluation of activities, and support project partners in their data and reporting requirements
- Contribute data and analysis to monthly, quarterly, annual and ad hoc communications and reporting materials
- Contribute to organizing, planning and implementing partners' activities supported by LAVI
- Develop and produce of electoral reform related documents and materials for project utilization
- Represent the project (LAVI) and attend internal and external meetings, forums and other functions relating to the electoral reform
- Perform other duties as assigned by Supervisor or the COP

6. REPORTING AND SUPERVISION:

- Reports to the Technical Deputy Chief of Party

7. QUALIFICATIONS:

- A Bachelor's degree with a minimum of 10 years of relevant work experience. Law degree preferable.
- Demonstrated experience working with civil society organizations, political parties and government counterparts around elections in Liberia
- Demonstrated knowledge on the key electoral reform issues like: Constitutional reform, Legal harmonization, Voter registration system, Election administration, Code of Conduct, Civic and Voter Education and Women participation and social inclusion in elections.
- Demonstrated experience collaborating with different actors within election sector
- Ability to work across teams to achieve a common objective on complex projects
- Technical training experience
- Excellent writing and communication skills
- Knowledge of USAID's donor policies and procedures and
- Proficiency with MS Office software.

HOW TO APPLY: If you are interested, please send the following to LAVI by no later than **January 8, 2019** to email address 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 Electoral Reform Program Manager, 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