



Internal Vacancy Announcement

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within.

Now, and for the future. Mercy Corps has been working in Liberia since 2002.

Mercy Corps invites applications from all interested and potential Liberian candidates for the following position(s):

1. Enterprise Dev't Innovation Intern - **01 position, based in Monrovia, Montserrado County.**
2. Please find below the full position description for this position.

“Fostering a diverse and open workplace is an important part of Mercy Corps’ vision, and we encourage people from all backgrounds, especially women and members of disadvantaged groups to apply. Mercy Corps is an Equal Opportunity Employer”.

3. How to apply?

Interested and qualified candidates are requested to submit their detailed CV with a cover letter along with other relevant certificates to the email address lr-jobs@mercy Corps.org. You are requested to mention the title of the position on the subject line of the e-mail while applying.

Hard copies of the CV with cover letter along with all relevant certificates can be dropped at Mercy Corps’ Office located at “Tubman Boulevard Sophie Junction Opposite SOS Clinic, Monrovia”. Label the left corner of the envelop with the title of the position for which you are applying.

Last date for the submission of CV’s is September 25, 2021 by 04:00 pm. Mercy Corps reserves the right to accept or reject any or all CV(s) without assigning any reason. Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.

“The recruitment processes will be ongoing while receiving applications”.

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY!

ENTERPRISE DEVELOPMENT AND INNOVATION INTERN

Position Description

Location Monrovia, Liberia

Position Status Full-time **Salary Level** Internship

About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future.

Program / Department Summary

Mercy Corps started operations in Liberia in 2002 in response to the humanitarian crisis brought on by the two Liberian civil wars which took place from 1989-1997 and 1999-2003. Since then, Mercy Corps' interventions have evolved based on the context and needs of Liberian people. Based on the changing needs, Mercy Corps Liberia has implemented programs in renewable energy, food security, agricultural livelihoods, financial inclusion, nutrition, water and sanitation, infrastructure, and in youth economic empowerment.

General Position Summary

Reporting to the Enterprise Development and Innovation Manager, the Enterprise Development and Innovation Project Intern will support the implementation of the AFD-funded Liberia Employment and Entrepreneurship Program (LEEP) (2019-2023) including planning, organizing and controlling program activities. LEEP is a three-year program to bolster employment and entrepreneurship potential of at-risk youth, engage public and private sector stakeholders in youth opportunities and build micro- and small and medium enterprise (MSME) capacity to contribute to economic growth and social development in Liberia. The postholder will work closely with the PROSPECTS Program team and the field team (currently three field offices) for the implementation of the LEEP program.

Essential Job Responsibilities

PROGRAM MANAGEMENT

- Support in conducting private sector engagement programs to attract Small and Growing Liberian businesses to participate in the LEEP Program.
- Support development and execution of strategy for outreach, hunting, attracting and onboarding deserving and qualified innovative entrepreneurs, and start-ups.
- Work with incubators/accelerators and business development services company to implement an incubation/acceleration program aimed at building the capacities of youth entrepreneurs.
- Support roll out of innovation/technology incubation support services, including support to clean tech start-up ideation and commercialization.
- Support design and implementation of a Women-in-Technology Program aimed at supporting women in technology to break barriers inhibiting the development of their technology businesses. Key activities include women in business networking events, targeted outreach to women entrepreneurs and women's entrepreneurship training.
- Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources
 - Advise on and assist with project reviews conducted by the M&E Unit.
- Support authentic data collection is provided by field teams for project progress updates. □
Perform other tasks, as required by the supervisor.

PARTNERSHIPS AND ENGAGEMENTS

- Manage contacts and relationships with private sector partners / foundations and related stakeholders and develop working relationships with companies interested in Mercy Corps' work. □ Perform, as requested, risk assessment of possible new private sector partners.
- Work with program partners to structure technical engagements, including tech ecosystem development, creation of business incubators, business startup support services, which build and expand LEEP's influence and reach in Liberia.

FINANCE & COMPLIANCE MANAGEMENT

- Create and maintain systems ensuring effective and transparent use of financial resources for timely and informative reporting in line with donor and Mercy Corps policies and procedures.
- Ensure compliance with donor and Mercy Corps regulations related to emergency programming.
- Build and/or maintain operational systems that ensure proper administrative support for programs.
- Draft and/or review scope of work to hire and manage any technical consultants, including review for technical efficacy and contract budget.

OTHER

- Conduct him/herself professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission. □ Other duties as assigned.

ORGANIZATIONAL LEARNING

As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve - we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

ACCOUNTABILITY TO BENEFICIARIES

Mercy Corps team members are expected to support all efforts towards accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.

ACCOUNTABILITY: Reports Directly to the Enterprise Development and Innovation Manager

WORKS DIRECTLY WITH: Program teams, finance and operational staff.

KNOWLEDGE AND EXPERIENCE:

- At least a Bachelor's degree in Economics, Management, Business Administration or other relevant field (required)
- At least 2 years' experience managing entrepreneurship projects, incubators and accelerators, or SME development required.
- Demonstrated ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & central government, and angel investors
- Significant experience and proven skills in relationship management and in engaging and influencing a variety of stakeholders
- Proficient skills in event delivery and project management, including the ability to manage time effectively and balance multiple priorities
- Fluency in written and oral English is required.

SUCCESS FACTORS:

Knowledge of the social enterprise and education landscapes in Liberia, experience in marketing or promotion, strong understanding of Market systems development and Entrepreneurship programming will ensure

success in this role. The ideal candidate would need to have excellent writing skills and be tech savvy in order to succeed.