

## VACANCY ANNOUNCEMENT



**Concern Worldwide is a non-governmental organization, devoted to helping people living in extreme poverty achieve major improvements in their lives, which lasts and spread without ongoing support. Concern is currently recruiting the below post:**

**Job Title:** Field Assistant (x3)

**Location:** Grand Bassa/Rivercess

**Reporting To:** Project Supervisors

**Responsible For:** N/A

**Job Purpose:** This is a field based position that requires working very closely with the local communities, community structures, government authorities, and the private sector. Overall, the staff will be responsible for community mobilization, sensitization, education, and training of beneficiaries to ensure effective implementation and active participation in, and ownership of the 5year (2018/2022) EU funded Welthungerhilfe (WHH) led consortium nutrition sensitive agriculture programme, targeting smallholder farmers in seven<sup>1</sup> counties in Liberia. The aim of the programme is to *improve the productivity and sustainability of nutrition sensitive agriculture at the level of smallholder farmer*. Specifically, as an extension worker, the Field Assistant will be responsible for grass root implementation of the programme in selected communities within Grand Bassa and Rivercess Counties.

**Responsibilities:** Prepare weekly and monthly activity plans, identifying the resources required for effective implementation of programme activities. Mobilise and organize communities to identify and analyse contextual social problems, challenges and opportunities through participatory research and demonstrations. Work with the communities and relevant local stakeholders to identify correct target groups in line with Concern's global policies, and ensure their active participation in all stages of the programme cycle management and participatory learning. Assist programme participants, and their communities, government authorities, and private sector among other stakeholders to identify and mobilize local resources and skills required for attainment of sustainable agriculture and behaviour change, with specific focus on increasing productivity smallholder agriculture through farming as a business, climate smart agriculture, prevention of postharvest losses, VSLAs, Agro-value chain development, as well as kitchen gardening and nutrition trainings to promote household production and consumption nutritious vegetables and fruits all year round. Facilitate necessary trainings and participants' empowerment efforts, with the support of other members from the programme team. Support contextual analysis of gender, HIV/AIDs and environmental issues, and ensure that they are adequately mainstreamed in all programme activities. Undertake routine monitoring of programme inputs, activities and outputs to facilitate identification of implementation gaps and keep program fit for purpose. Prepare activity reports and submit to the project supervisor in a timely manner.

---

<sup>1</sup> Rivercess, Sinoe, Grand Kru, Bomi, Margibi, Grand Cape Mount, and Grand Bassa Counties

**Experience & Qualification:** To be able to execute those roles and responsibilities effectively and efficiently, the position requires a minimum of A Technical Diploma from a recognized institution, with specialization in any of following the programmatic areas (Agriculture, Livelihoods (Food Incomes and Market) or Nutrition). A Bachelor degree in the aforementioned relevant field preferred. 2 years of practical experience in at least two of the programmatic areas, implementing a community based donor funded programmes with in Liberia with NGO(s) or government in rural areas is highly desired. Previous practical work experience in implementing community based nutrition sensitive Agriculture, CSLA and farming as a business is essential. He/she must possess technical skills and competencies in at least two of the programmatic areas. Candidate must possess Community participatory appraisal and facilitation methods and tools. He/she must be willing to live and work in remote communities. Good interpersonal communication skills, with fluency in written and spoken English. He/she must have an excellent understanding of the contextual issues surrounding gender, HIV/AIDs, environmental and socio-cultural practices in the programme areas. He/ she must possess basic computer skills, including hands-on use of the internet, Word and Excel packages. It would be beneficial if the applicant would be willing to ride a motorcycle in remote and rough terrains, or learn to do so.

**How to apply:** Please submit a letter of application stating the position you are applying for and explaining why you are best suited for the position, along with a copy of your CV (**maximum 4 pages**) giving active day time contacts, names and addresses of three (3) work related referees with three professional e-mail addresses not later than **4:00 pm on Friday, 16<sup>th</sup> February 2018**, addressed to the HR Department, Concern Worldwide – Liberia, VP Road, Sinkor, Monrovia. Alternatively, you may send your application by email to [liberia.hr@concern.net](mailto:liberia.hr@concern.net) indicating in subject heading: **CWNH-PR01-2018**. Only shortlisted candidates will be contacted.

**Concern Worldwide is an equal opportunity employer. We welcome applications from all sections of the society. While all applicants will be strictly assessed on their individual merit, qualified women are particularly encouraged to apply.**