



JOB POSTING

Job Title: Field Officer

Department: Program

Band: 6

Reports To: Senior Project Officer

Country/Location: Monrovia, Liberia

Background:

CRS has been operating in Liberia since 1990, focusing specifically in the sectors of Emergency Response, Health, Justice and Peace, and Agriculture. In January 2018, the Liberia CP will begin implementing its new youth livelihoods multi-year project that is focused on piloting an innovative entrepreneurship model that is focused on the 'Learn, Earn, Save and Grow' approach. The project will run for a period of three years and will target vulnerable youth in rural Montserrado. It is anticipated that a total of 5 cohorts of 45 youth will participate in the project over its lifespan.

Job Summary:

As a member of the ASPYRE (Youth Livelihoods) project team, you will monitor and report on all project activities in support of Catholic Relief Services' (CRS) work serving the poor and vulnerable. Your thorough and service-oriented approach will ensure that the project consistently applies best practices and constantly works towards improving the impact of its benefits to those we serve.

Job Responsibilities:

- Support the coordination and implementation of all assigned project activities as outlined in the detailed implementation plan in line with CRS program quality principles and standards, donor requirements, and good practices. Specifically, this position will be responsible for training and follow-up components of this project.
- Monitor and report any challenges and/or gaps identified to inform adjustments to plans and implementation schedules. Assist partners in their efforts to reflect on project experiences.
- Support accountability through coordinating project evaluation activities and assisting partners in their efforts to collect and analyze project data per specified mechanisms and tools. Collaborate with local partner(s) to prepare reports per established reporting schedule.
- Collect information on staff capacity needs and technical assistance needs of partner organizations and monitor capacity building and technical support activities to ensure effective impact.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.

Typical Background, Experience & Requirements:

Education and Experience

- Bachelor's degree required.
- Minimum of 4 years of work experience in project support. Experience in the field of Youth/Agriculture Livelihoods and for an NGO would be a plus.
- Additional education may substitute for some experience.
- Experience in participatory action planning and community engagement.

- Experience monitoring projects and collecting relevant data preferred.
- Experience using MS Windows and MS Office packages (Excel, Word, PowerPoint).

Personal Skills

- Observation, active listening and analysis skills with ability to make sound judgment
- Good relationship management skills and the ability to work closely with local partners and community members
- Attention to details, accuracy and timeliness in executing assigned responsibilities
- Proactive, results-oriented and service-oriented

Required Language

- English
- Kpelle

Travel Required (50%)

Position will be required to travel approximately 50% of the time to field sites.

Key Working Relationships:

Supervisory: Senior Project Officer

Internal: Heads of Programs, Senior Project Officer, Business Coordinator, International Development Fellow, MEAL Officer, Procurement Officer, Finance Manager

External: Service providers, local authorities

Agency-wide Competencies (for all CRS Staff):

These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results.

- Trusting Relationships
- Professional Growth
- Partnership
- Accountability

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

CRS' talent acquisition procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation.

Equal Opportunity Employer

*Interested and qualified applicants should send their application including a cover letter with phone number and email address, Curriculum Vitae, copies of relevant diplomas/certificates and the contact details of three (3) professional references (one of which must be the current or last employer) to: The Country Representative, Catholic Relief Services, between 9th and 10th Streets, Sinkor, Payne Avenue, Liberia, through email: **LR_HR@global.crs.org**. **Note: Hard copies of application with relevant documents can also be submitted in a sealed envelope to CRS Liberia's Office as mentioned above.***

DEADLINE FOR THE RECEIVING OF ALL APPLICATIONS IS February 15, 2018.

Women are strongly encouraged to apply.

Catholic Relief Services reserves the right to accept or reject all applications.
Only short-listed applicants will be contacted