

VACANCY AD**LIBERIA ACCOUNTABILITY AND VOICE INITIATIVE (LAVI)
FINANCE AND ADMIN INTERN**

- I. **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. Under LAVI, the Grants team is responsible managing a large portfolio of grants to fund initiatives of select partner organizations in support of LAVI's four objectives:
- Increase horizontal and vertical linkages among actors engaged in similar issues.
 - Increase organizational capacity of targeted civil society organizations (CSOs) to participate in issue-based reforms.
 - Promote the development of on-going capacity development services on the local market and
 - Ensure that learning and methodologies are shared and applied by other development actors.

I. ROLE'S PURPOSE & GOAL:

The Finance and Admin Intern will report directly to the Finance and Administration Manager (FAM) and will support the FAM to implement work related to managing the project's finance duties and provide support to the COP.

The goal of this internship is to provide substantive support to the LAVI project while also serving as a professional learning opportunity for the Finance and Admin Intern. Throughout the lifecycle of the internship the Finance and Admin Intern will gain valuable skills and abilities that are transferable into the Finance profession. In the very beginning of the internship, supervisor will work with intern to set up learning objectives for 6 month internship program.

2. ILLUSTRATIVE TASKS AND RESPONSIBILITIES:**Administrative:**

- Assist in the day-to-day operations of LAVI office
- Provide support to the Chief of Party's Office by accompanying her on the meetings and taking notes of the meetings
- Preparing research and other technical documents requested by COP
- Supporting staff meeting and taking minutes of staff meetings and any other meetings

Finance:

- Support the Finance and Administration Manager in performing his duties
 - Assist finance team with record maintenance of financial documents
 - Assist finance team in preparing vouchers
 - Track current project expenditures and analyze for future budgeting
 - Prepare vendor payment documentation
 - Shadow the project finance team
 - Assist in scanning and filing HR documents for placement in TAMIS
 - Assist in project recruitment, hiring process logistics, and new employee orientation
 - Maintain and file necessary documentation for hired employees
- Other duties as assigned by supervisor

3. REPORTING AND SUPERVISION:

- Reports to the Finance & Administrations Manager
- **Duty Station:** Monrovia, Liberia
- **Period of Performance:** Full time for 6 months.
- **Remuneration:** Successful applicant will be provided monthly stipend

4. QUALIFICATIONS

- Two years of related experience
- Working knowledge of USAID operations, policies, and procedures
- Bachelor's degree preferred
- Must be a recent college/university graduate (in the immediately past 3 years) with an accumulative GPA of at least 3.00 at graduation.
- Quick learner and capability to undertake initiative.

I. HOW TO APPLY: Interested applicants are encouraged to submit the following to LAVIrecruitment@DAI.com by February 28, 2018.

- CV
- Copy of academic Ledger from college or university graduated from
- A cover letter that explains (1) why you are interested in the LAVI program (2) why you are best suited for this internship?
- Name and contact information of three professional, academic, or community service references