ABOUT HELPING HAND LIBERIA (HHL)

Helping Hand-Liberia (HHL) was incorporated and registered in Liberia in 2003. The Organization has worked in the sectors of child protection, health, education, social protection and community development. Over the past decade, the HHL worked as implementing partner to the Government of Liberia, UN Agencies, international and local nongovernmental organizations. HHL partners with the donors and works in collaboration with local communities with objective in achieving the rights and protection of children at different levels.

Helping Hand Liberia (HHL) seeks qualified applicants to fill the following vacancies in its GRAND CAPE MOUNT and GBARPOLU counties Offices for the Children Women and Health Program (CWH).

Position: Program Manager (1Position)

The Program Manager will be responsible to develop and implement program and strategies, project management, technical oversight, monitoring and capacity building and community engagement. S/he will report to the Executive Director and be responsible for guiding implementation of CWH project in Grand Cape Mount and Gbarpolu Counties as well as supporting new program development.

This will include engaging and building the Capacity of local partners to deliver on the project Agreement methodology and carrying out appropriate monitoring and evaluation processes. At the request of the Executive Director s/he will represent HHL in several critical partnerships meeting both in Monrovia and in the fields.

- Develop program strategies, objectives, work plans and metrics.
- Oversee and implement program activities and manage technical and program staff.
- Monitor, measure, and provide periodic progress and metric reports.
- Ensure compliance with HHL& USAID policies, funding agreements and local requirements.
- Identify capacity building needs and support efforts to address capacity gaps.
- Promote information sharing, build stakeholder understanding and share best practices and lessons learned.
- Effectively engage stakeholders including donors, government and NGOs, technical colleagues and other partners important to program success.
- Represent the organization externally and serve as a trusted point of contact for HHL.
- Identify opportunities for program growth and development.
- Support program financial sustainability by identifying funding opportunities.
- Partner HHL and HQ staff on funding proposals and contribute to regional/global fundraising efforts.

Minimum Bacheloror degree or its equivalent
- Minimum of 5 years’ experience in implementing and managing youth-focused programs and/or gender-based programs
- Familiarity with international donor policies and procedures, specifically with USAID-funded projects
- Excellent communication and interpersonal skills
- Computer literacy, including Microsoft Word and Excel
Position: County Coordinator (2 persons)

Responsibilities:

Oversee the projects activities within the county, prepare work plans for the program and project activities within the county, Supervise, manage and control project staffs and equipment. Report to the Program Manager.

Qualification:

Bachelor degree or its equivalent Minimum of three (3) years working experience with international or local non-governmental organizations.

Position: Project Administrator/Finance Officer (2 Persons)

Responsible for fiscal management, payment supervision, field accounting and reporting, cash requests, supervision of banking activities, processing and clearing of staff advances, maintenance of accrual information, and monitoring and auditing of sub-grantee finances

Qualifications:

» First degree in Accounting or its equivalent
» At least 5 years of finance experience.
» Demonstrated ability to train other finance staff
» Auditing experience
» Proficiency in Microsoft Word, Quickbook and Excel
» Knowledge of accounting software, preferably Quicken

Position: Project Officer: (2 Persons)

The Project Officer will be responsible for organizing and coordinating core project activities, drafting reports, maintaining a work plan, and liaising with partners, And report to the county coordinator.

Qualifications:

» Minimum Bachelor degree or its equivalent
» Minimum of 5 years’ experience in implementing and managing Child protection-focused programs and/or gender-based programs
» Familiarity with international donor policies and procedures, specifically with USAID-funded projects
» Excellent communication and interpersonal skills
» Computer literacy, including Microsoft Word and Excel
Position: Monitoring and Evaluation Officer (2Persons)

The M&E Officer will be responsible for implementing and managing activities, including the coordination of an externally conducted impact evaluation, delivering a Performance Monitoring and Evaluation Plan (PMEP) for the Program.

Qualifications:
- 5 years’ experience in the monitoring & evaluation of donor-funded international development projects
- Bachelor degree and its equivalent.
- Knowledge of USAID reporting requirements, including experience designing and implementing Monitoring and Evaluation Plans, rigorous impact evaluation design, and working with external consultants for third party evaluations.
- Experience in gender, education, and youth development preferred
- Excellent written and oral communication skill in English
- Highly proficient with Microsoft Excel
- Familiarity with database and statistical applications such as SPSS, SAS or STATA

Procurement/Logistics (2Persons)

The procurement and logistics Officer will be responsible to manage all logistic and procurement activities essential to the successful implementation of the project in Accordance with USAID regulation and HHL Policies and procedure.
- Prepare and monitor the project procurement plan in close coordination with project Management and technical team leads to ensure timely purchase of goods and services based on the work plan.
- Manage the overall procurement of potential vendors, preparing and issuing requests of quotations, conducting evaluation of quotation.

Additional Qualification:

Bachelor degree and 4 to 5 years of experience in logistics, procurement or office administration required experience with USAID or other donor-funded project.

Data Clerk (2 Persons)

Produce statistics and summary indicators from databases to feed into indicators as requested by Women empowerment & Protection coordinator, Monitoring and Evaluation officer (M&E).
- Support the project staff in collecting daily information from various ongoing project communities
- Enter data from paper forms onto databases.
- Store paper and electronic data in a secure manner
- Work with M&E Officer/ Coordinator to develop data collection tools
- Be responsible for charging electronic data collection devices and reporting any issues in a timely manner to M&E officer or Women Empowerment and protection Coordinator.
- Conduct standard checks (Validation rules) on the data collected before entry
- Conduct desk review of data before entry.
- Support field data collection through regular field trips to compare data collected to data reported.
- Prepare Weekly and Monthly activities report (Quantitative)
Essential
- High school Diploma with good mathematical skills
- Experienced in women empowerment and protection (1 year)
- Good interpersonal skills and ability to work independently
- Skills in Microsoft Excel and other applicable data software/programs
- Willingness to conduct field visits to rural project communities
- Minimum IT knowledge
- Confidentiality

Desirable
- Skills in Microsoft Access
- Data analysis skills

Position: Social worker (6 Persons)

Interact with beneficiary to assess the areas in which they might need counseling or assistance. Help to mobilize and referral of SGBV cases. Social workers also maintain case files and reports to track cases and progress and to recognize patterns in behavior. Once issues or behavior problems have been identified, social workers assist in mediation by providing counseling, treatment plans or workshops.

Qualifications:
Bachelor degree in Sociology or associate degree in Sociology A minimum of three years’ experience working in Gender Based Violence (GBV) programs implementation familiarity with international donor policies and procedures, specifically with USAID-funded projects excellent communication and interpersonal skills

Position: Office Assistant (2 Persons)

Responsible for taking minutes at meetings; collecting, processing, distributing, and filing incoming and outgoing documents; attending to office guests; assisting the Project Administrator with finance management and reporting, providing administrative and clerical support, and purchasing office supplies.

Qualifications:
» Senior university student or graduate in accounting, management, economics, political science or related field
» At least 1 year of programmatic or finance experience, preferably with an international NGO
» Strong oral, written, and dictation skills
» Computer literacy, including Microsoft Word and Excel
» General knowledge of using printer, copier, scanner, fax machine, and phones

Position: Driver (2 Persons)

Responsible for maintaining vehicle and fuel logs; monitoring and maintaining the condition of vehicles; and transporting people, supplies, or letters as required.

Qualifications:
» Valid Liberian driver’s license and demonstrated driving excellence
» At least 5 years of experience as a driver, preferably with an international NGO
» Strong communication skills and fluency in English
» Ability to communicate fluently using HF and VHF radios
» Knowledge of vehicle log system
Position: Cleaner (2 Persons)

Responsible for maintaining cleanliness of all offices
A minimum of three years’ experience working in NGO

Position: Security

The security will protect HHL properties and assets at all time also maintain contact with project beneficiary and visitor who are coming to the office for follow ups and visits.

Qualification:

High school Graduate with knowledge in Security and experience in working with NGO.

Interested applicants should send their electronic CVs to: hr.helpinghandlib@outlook.com

Cc: Saye-Lekpeyee A. Tiah
Executive Director HHL-Liberia
Email: ed.helpinghandlib@outlook.com

Cc: Machena Oxif Smith
Deputy Chief of Party
CWH program
Email: machena-dcop-usaid@india.com

Cc: Angelo Z. Cooper
Grant and Planning Manager
CWH Program
Email: angelo-mne-usaid@india.com

Including three professional referees, email addresses and telephone numbers. The applicant should indicate their position applied for on the subject line of the email.

Deadline is Thursday, August 3, 2017 at 2:00p.m.

Only short-listed candidates will be contacted. Helping Hand is an equal opportunity/Affirmative Action employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, protected veteran status, genetic information, age, or other legally protected characteristics. Female candidates are strongly encourages to apply. Failure to follow the instructions of applying, your application would be denied.