



PARTNERS PROGRAMME



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spark

PROGRAMME OFFICER (INTERNSHIP) EULAP-PARTNERS - Liberia

Position:	PROGRAMME OFFICER (INTERNSHIP) EULAP-PARTNERS
Location:	Liberia, Based in Monrovia, with frequent field visits to Rivercess, Grand Kru, Grand Cape Mount, Margibi, Grand Bassa, Sinoe, and Bomi
Application Deadline:	1st of June 2019
Duration:	Full-time for 6 months with possibility of extension
Start Date:	As soon as possible

This programme is funded by the European Union

The Member States of the European Union have decided to link together their know-how, resources and destinies. Together, they have built a zone of stability, democracy and sustainable development whilst maintaining cultural diversity, tolerance and individual freedoms. The European Union is committed to sharing its achievements and its values with countries and peoples beyond its borders. The European Union is one of the largest international development cooperation partners of Liberia.

This project is funded under the EU-Liberia Agriculture Programme. It is part of the 2014-2020 National Indicative Program (NIP) for the 11th European Development Fund which has been developed and agreed with the Liberia Government and allocates €279m of EU funding to support good governance, energy, education and agriculture. The PARTNERS project funded by the EU with €12m will be implemented from 2018 to 2022.

The overall objective of the EULAP-Partners programme is to **improve the productivity and sustainability of nutrition sensitive agriculture at the level of smallholder farmers**. SPARK Liberia's role in this 5-year programme will be Small Medium Enterprise (SME) development and facilitating access to finance for the new and existing agro-enterprises. These agro-enterprises will be operating in the developed and expanded agriculture value-chains this programme will work on. The Programme Officer (Intern) will work in a dynamic team under the supervision of the EULAP Programme Manager. Additionally, the Programme Officer (Intern) will work on the implementation of other SPARK programmes and related activities.

Main Tasks and Responsibilities

The responsibilities and tasks include, but are not limited to:

EULAP-Partners programme:

- Assist in the implementation, and evaluation of the EULAP-Partners programme;
- Assist in daily operation of the EULAP-Partners programme;
- Assist with the preparation of progress and financial reports, including donor reports as required;

- Assist with data collection and M&E activities in line with programme M&E framework, to ensure achievement of results;
- Assist with workshops/training activities of beneficiary and local implementing partners;
- Assist local implementing partners with the implementation and evaluation of the assigned EULAP-Partners programme components;
- Assist with the programme promotion and visibility activities.

General activities:

- Assist with the development, enhancement, and outreach of the SPARK Hub Liberia social media channels and SPARK website;
- Assist with Access to Finance activities in collaboration with Ignite Fund Liberia;
- Support the implementation of other SPARK programme activities;
- Organise and implement SPARK Liberia's 'SPARK celebrates entrepreneurship' events;
- Establish and maintain contacts with relevant stakeholders from the agriculture and private sector;
- Assist with lobbying and advocacy activities related to the programme;
- Perform administrative tasks and other duties as assigned.

Requirements and Skills

- BA or Master Degree in Business Administration, Business Management, International Development, Project Management or other relevant departments;
- Advanced English is must (strong reading, writing and speaking skills);
- Proven IT skills;
- Structured and precise with outstanding organisational and time-management skills;
- Good communication and social skills and the ability to work in a multicultural setting with young generation;
- Ability to work independently as well as part of a team;
- Ability to approach challenges with flexibility and a positive attitude;
- Entrepreneurial, responsible, proactive and being able to work with high workload/pressure.

SPARK Offers

- A challenging and exciting position in an international environment;
- Transportation for work-related trips;
- On-the-job training opportunities;
- Full-time contract for 6 months.

How to apply?

If you have any questions regarding SPARK or the position, please visit our website www.spark-online.org or email monrovia@spark-online.org, with **Reference: PROGRAMME OFFICER (INTERNSHIP) EULAP-PARTNERS.**

Please send your motivation letter and CV (both in English) to vacancy@spark-online.org. The deadline for application is on **20th of May 2019. Reference: PROGRAMME OFFICER (INTERNSHIP) EULAP-PARTNERS.** Please, with application send to us two references (phone number and email) which we can contact in the selection process.

Please note that applications will start to be evaluated before the deadline as this is a position that needs to be filled in urgently, so it is highly recommended that you should apply as soon as possible. However, due to the large volume of applications we receive, we cannot respond to every applicant. There may be a delay between the deadline and the moment we contact selected applicants.

If you have not received a reply we regret to inform that we have continued with other candidates.

About SPARK

SPARK develops higher education and entrepreneurship to empower young, ambitious people to lead their fragile and conflict-affected societies into prosperity. SPARK is a dynamic and growing, international not-for-profit development organisation with 80+ staff members, in more than 14 offices around the world. SPARK supports refugees in the Middle-East by providing them with scholarships in universities and higher education institutions in the region. SPARK also supports young entrepreneurs in fragile states, to start or grow their own businesses.