



LIBERIAN NEW HOPE FOUNDATION CENTER

BERNARD'S FARM –OPPOSITE AA GAS STATION

MONTERRADO COUNTY PAYNESVILLE –LIBERIA

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Liberian New Hope Foundation Center is seeking applications for the position of Project Officer.

LNHFC is a not-for-profit organisation serving the communities of Paynesville and Monrovia as well as residents of Margibi and *Montserrado Counties*. LNHFC provides community development insight and outreach programs for children, youth and adults, as well as crisis response services, educational programs, and ongoing support groups.

LNHFC has been established with a purpose of serving suffering humanity and empowering people regardless of culture, belief and religion. The team members are committed to help these disadvantaged with love and without any selfish ambition. Liberia is a place where the huge majority of people live below poverty line and the blatant divide between the rich and the poor makes their lives miserable and often hopeless. Despite consistent effort by various organizations and government agencies those people still lack the basic needs in life. LNHFC makes a sincere effort to make a positive impact in these lives.

Title: Project Officer – Rehabilitation project

Position type: Full time, starting from October 15th 2020

Location: Bernard's Farm, Paynesville Liberia

Interfacing: The Project officer reports to the Program manager, and interacts with all staff members in the country program as described in the Job description.

Job Summary:

- The Project Officer will be responsible for ensuring effective implementation of the project's activities and task assigned to attain goals and objectives of LNHFC Rehabilitations project.
- The Project Officer will be responsible for overseeing project work-plan performance, participating in project planning, budgeting, and implementation, monitoring, reporting and programme development in project site.

Main tasks & responsibilities:

1. PROJECT IMPLEMENTATION

1.1 Project Planning

- With guidance from Program Manager, initiate planning for project (Operational Planning, Budgeting)
- Participating in developing project proposals and project documentation
- Assist PM to develop workplan with partners if necessary

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1.2 Project Implementation

- Coordinate with the team and partner to conduct capacity building trainings for partners.
- Supporting the Senior Project Officer in all aspects of the programme implementation and development as requested.
- Responsible for supporting the programme's advocacy plan
- Establish monitoring and evaluation systems including indicators
- Actively assist and participate in project events (meetings/workshops/trainings)
- Undertake other program administration tasks as and when necessary
- Ensure transparency, ethical conduct and efficiency in project implementation

1.3 Reporting

- Reporting on project activities and expenditure as requested by the Program Manager and according to project timeframes
- Preparing of monthly, quarterly and annual reports.
- Report to Program Manager any of changes which impact to the project implementation

1.4 Project Monitoring and Evaluation

- Be responsible for monitoring and supervision of activities implemented in the project's sites to ensure effective implementation.
- Supervising and recording project activities expenditure against budget
- Responsible for managing project database and other M&E tools
- Implement the project M & E plan in a professional manner
- Visit project sites on a regular basis (monthly or bi-monthly)
- Participate in Project review
- Participate in Planning for transfer / transition of achievements

2. TECHNICAL ASSISTANCE

- 2.1. Provide technical support to project team and partners when necessary
- 2.2. Identifying training needs of partners and beneficiaries in the context of the project
- 2.3. Contribute in developing operating tools for project interventions
- 2.4. Assist in reviewing and redesigning intervention in consultation with the Program manager and partners and in response to evolving needs of target groups
- 2.5. Compile /document lessons learnt and intervention model
- 2.6. Participating in designing research/study, collecting analysing data, translating document research findings together with other project team members, partners and consultants
- 2.7. Preparing and facilitating together with project team, consultant and local partner to plan, design and conduct workshops and trainings.

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2.8. Facilitating and supporting project partners, consultant and project team to develop training manual and other TVET materials...

3. COMMUNICATION MANAGEMENT

3.1 Internal Communications

- Prepare and participate in periodical meetings
- Provide the Public relation officer with contacts for database (donors, consultants, networks)
- Coordinate with project teams in documentation of projects' achievements

3.2 External Communications

- Assist in project special events together with the Public relation officer and the Administrator
- Support the Public relation officer in the production of communications tools: video clips, leaflet, press release/ press kit, database
- Support in organization of visits (of donors, home office personnel, other visitors)
- Establish relationship and attends technical meetings with other NGOs and networks when appropriate
- Identify opportunities to collaborate with other organizations and leverage resources

4. GENERAL MANAGEMENT

- Participate in developing long-range strategic goals and strategies consistent with the mission and capabilities of LNHFC and develop short-range goals for LNHFC in Liberia
- Report regularly to Program Manager and Country Director about project management matters
- Implement project operating procedures together with project team members
- Ensure compliance with LNHFC policies and procedures

5. FINANCIAL MANAGEMENT

- Monitoring Project expenditure based on a clear project plan and applied all required financial regulations (by donors and LNHFC standards).
- Supporting Project partners to develop the project budget in a participatory manner
- Support Finances in payments procedure (verification, follow up)
- Participate in the controlling of the appropriateness and compliance of the program operations, narrative workplan, and budgets.
- Assisting the Program Manager to develop quarterly/annually financial plan.

Selection Criteria and Qualifications

- Bachelor degree in Social Work, Social development or related field;
- At least 3 years' experience in development project, preferably with vulnerable communities;
- Monitoring and evaluation skills desirable;

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- Excellent organizational, analytical and problem-solving skills, and attention to detail; Demonstrated capacity to effectively communicate via writing, public speaking and interpersonal interactions;
- Demonstrated ability to effectively interact with community organizations, government officials, corporate executives, general public and staff;
- A spirit of achieving excellence and team building;
- Demonstration of honesty, transparency, accountability;
- Demonstration of ethical and critical way of thinking;
- Prefer English language and writing skills, especially in report and proposal writing;
- Advanced skills in MS Excel, and proficiency in Word and Power point.

Applications should include:

- A resume (not longer than 3 pages) summarizing qualifications and experience;
- An application letter;
- 3 work referees with contact details.

Please indicate your expectation for remuneration/salary in your application

Interested candidates please submit your applications by October 15th 2020 by email to: josephwonyeah@lnhfc.org. We are sorry that due to time constraint, only shortlisted candidates will be contacted. (Female are highly encourage to apply)

Liberian New Hope Foundation Center (LNHFC) is an equal opportunity employer. For detailed information on LNHFC, visit our website: www.lnhfc.org