



VACANCY

ACTIONAID INTERNATIONAL LIBERIA

(Please read submission instructions carefully. Applications not in compliance with submission instructions will be disqualified)

ActionAid International is active in over 49 countries in Africa, Asia, America and Europe regions in partnership with other organizations. ActionAid Liberia (AAL) is an ActionAid International country program and a registered international nongovernmental organization (NGO). AAL began operation in Liberia since 1997, beginning as a cross border Development Initiative by ActionAid Sierra Leone in response to the humanitarian crisis resulting from the Liberian civil war. AAL is one of the few NGOs in Liberia that works holistically from a women's rights perspective and challenges patriarchal systems and structures. Working on three main strategic objectives, ActionAid is working with other civil society organizations and the Government of Liberia to end poverty in Liberia. The strategic objectives are Youth and Urban Poverty; Women and Girls Rights, and policy and campaigns component which focuses on escalating issues from the community and national levels to relevant spaces for resolution and improvement.

Position: Programme Manager – Youth and Governance

Responsible to: Head of Programmes and Policy

Location: Liberia, West Africa

Grade: 4

Line Management: Matrix management to Local Rights Programme Managers

A. MAIN PURPOSE AND SCOPE

Reporting directly to the Head of Programmes and Policy, the Program Manager will have operational responsibility for implementing a youth and governance program – ensuring that it is consistent with ActionAid Global strategy, *Strategy 2028 – Action for Global Justice* and the ActionAid Liberia's strategy. Additionally the Program Manager will facilitate a process of increasing compliance to AAI's Accountability, Learning and Planning Systems (ALPS), support and lead strategic change processes especially in programs and strongly participate in setting the strategic direction of AA Liberia. The Program Manager will also support fundraising initiatives and partnership relations in line with both global and National strategies.

B. RESPONSIBILITIES

Programme Development Strategy

- Participate actively in establishing, interpreting, communicating, monitoring of AAL's vision, values, goals, and strategic objectives
- Lead the implementation of the Country Strategy Paper (CSP) with specific focus on Youth and Governance issues
- Translate strategy into an identification of markets and opportunities within Liberia
- Provide technical expertise and advice in programme planning, design, monitoring and evaluation and strengthening internal (staff) and external (coalition) capacities of delivering the CSP
- Support the team in program design and implementation in line with CSP
- Facilitate the process of planning and conducting participatory periodic monitoring, review, reflections, evaluation and creating space for learning in the organization
- Monitoring impact assessments on target groups
- Ensure that ActionAid Liberia's partners are empowering and increase local capacity to work with the poor to eradicate poverty with focus on youth

- Enabling partners to develop their own capacity building plans

Program Management

- Support the HoPP and program team to ensure team focus and clarity in inter-team working
- Supervise and offer support to LRP Managers through progress report , field visits and approval of monthly and quarterly operational plans
- Monitor and report on work performance within LRP and propose corrective action towards achievement of their operational plans
- Ensure AAL activities meet partner/client and corporate requirements and reflect AAL's development objectives particularly in relation to AAL's goals of poverty alleviation
- Market (new) services to new partners and growing AAL's financial portfolio and Programme design on youth and governance
- Develop and implement programs in line with CSP
- Conduct regular reviews of AAL's youth programs with youth partners and staff

Policy, research and advocacy

- Initiate and develop strategic policies on youth within the country, integrate AAL's strategy with AAL country context reflecting AAL's goals and CSP
- Support the program team in the conduct of research, campaign strategies and policy advocacy
- Support planning to ensure that research actions deepen analysis to support clear political and policy position and work with poor communities to demand and secure their rights
- Influencing policy decisions through having a fundamental grasp of development-policy issues
- Develop relations and engage with policymakers and implementers in dialogue to promote pro-poor policies & practices affecting the rights of women and girls and youth
- Develop and deliver alternative policy solutions in line with AAL strategy, HRBA and country strategy paper
- Support the development and implementation of agreed pro-poor campaign and advocacy priorities for the country program

Fundraising

- Review existing and prepare new project proposals for institutional donor funding with focus on youth and urban poverty and governance
- Liaise with the LRPs, program officers, and partners on project proposal development
- Draft and review project reports prior to submission to the HoPP
- Support the country program in the conduct of a donor scoping exercise
- Collate information on donor-funded projects and produce a donor reporting schedule
- Advise project staff and partners on donor reporting formats (financial and narrative)
- Prepare final project reports for submission to donors

Strategic Partnerships and Relationships

- Strengthen AAL's relationship with key youth organization and partners at the national and subnational level
- Guide the formulation and implementation of AAL's Partnership Strategy for collaboration and corporation with civil society organizations (CSOs), alliances and networks, anti-poverty campaign and critical engagement with government and other institutions
- Developing and sustaining networking relationships with key stakeholders (both individuals and groups) in order to maximize influence on decision makers
- Ensures that AAL is active in various networks and creates opportunities for it to maintain contacts with important individuals/parties
- Develops a strategy for collaborating with partners, networks and platforms in order to maximize AAL impact and to promote AAL's views, profile and objectives
- Raising AAL's youth and governance profile within Liberia
- Collaborating and liaising with other Country Programmes to maximize effectiveness
- Establish and maintain effective channels of communication with other key players, including international and local NGOs, Government departments and other agencies

Managing Resources

Managing People

- Working closely with HOPP, LRP Managers, and HR Manager to manage teams within the organization
- Ensure optimum systems exist for managing the performance of teams and individuals. Ensuring systems exist to monitor and evaluate individuals, teams, and the organization
- Promoting equality of opportunity
- Direct and guide different groups/teams in such a manner as to lead to optimum joint results and coordination

Managing Finance

- Liaising with the Head of Program and Policy, Finance Manager in the development of plans and budget including financial management and systems which ensure optimum efficiency and effectiveness
- Assist in the development of a fundraising strategy for AAL

Organizational Effectiveness

- Support processes for the improvement of services
- Facilitate the development of results focused culture where individuals self managing and make optimum use of their work time
- Benchmarking good practice with similar organizations in order to promote effectiveness and efficiency
- Establishing systems that maximize knowledge management and learning
- Direct involvement in Programme Teams as required
- Establishing effective monitoring and evaluation procedures linked to reflective practice and to learning

C. KEY RELATIONSHIPS

Internal Relationships: HOPP, LRP Managers, program, staff, and other AAL staff both nationally, Regional and international

External Relationships: Ministers, committees, government agencies, international/local NGOs, various platforms and networks, international stakeholders, public forums, donors, media, providers of research and consultancy services

D. PERSON SPECIFICATIONS

Skills and Qualifications:

- A graduate degree in Social Sciences, Development Studies or other development related fields
- At least 5 years experience in a youth and governance programming within an International NGO
- Appreciable understanding of ActionAid's vision, mission, goals, and approach to poverty eradication and development
- Excellent programming and management skills
- Strong communications research and analytical skills, and ability to rapidly analyse and integrate diverse information from varied sources
- Effective report writing and presentation skills
- Networking, influencing and negotiating skills
- Excellent planning and organizational skills
- Good understanding of development, regional integration and pan-African contexts and perspectives

Competence and Personal Attributes:

- Team working, commitment to a collaborative and supporting approach
- Process and value driven but also results oriented and quality focused
- Self-motivated and positive attitude
- Personal and Professional integrity
- Excellent analytical skills
- Excellent interpersonal and communication skills
- Ability to relate to senior staff within the country and other parts of ActionAid International

This Position Profile will be updated at regular intervals to reflect changing work practices or priorities and especially following performance reviews.

How to apply:

All interested candidates should submit applications, including cover letter and CV in **one (1) Microsoft Word or Pdf document**, addressed to the Country Director, ActionAid Liberia Country Program, via email to vacancy.liberia@actionaid.org, copy Lakshmi.Subramani@actionaid.org Email subject line should read **“Programme Manager – Youth and Governance 02062018”**. Deadline for submission of applications is **Friday, February 23, 2018**. Only shortlisted candidates will be contacted.

Female candidates are encouraged to apply