

## Advertisement

### POSITION DESCRIPTION

#### LIBERIA ACCOUNTABILITY AND VOICE INITIATIVE (LAVI) Network Building & Advocacy Intern

- I. 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. The Network building & Advocacy Team is responsible for facilitating inclusive and diverse partnerships and coalitions, including CSOs, government and private sector actors to build and execute multi stakeholder advocacy interventions under 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.

**2. LOCATION:** Monrovia, Liberia

**3. Period of Performance:** Full time for 6 months, with possibility for extension.

**4. SCOPE OF WORK:** The Network Building & Advocacy Intern will be responsible for supporting the Network Building & Advocacy Team to assist in program and administrative works related to providing technical support to LAVI's grantee partners. The Network building & Advocacy Intern will have the following responsibilities and duties:

- Support the Network building and advocacy team in capturing by note taking and the drafting of weekly updates and grant notes
- Assist the Network and Advocacy Team with LAVI's outreach initiatives
- Assist the Network and Advocacy Team to track needed technical support to LAVI's grantee partners and internal coordination initiatives
- Assist the Network and Advocacy Team to develop and update regular follow up list for timely response to appropriate deliverables on key technical issues

**5. QUALIFICATIONS:** LAVI is seeking candidates with the following qualifications:

- Demonstrated experience serving the community through volunteer work or involvement in extracurricular activities.
- Must be a recent college/university graduate (in the past 3 years) with an accumulative graduate GPA of at least 3.0
- Able to work effectively in teams
- Quick learner and takes initiative.
- Well-organized and responsible
- Able to work under pressure in fast-paced professional working environment
- Punctual and reliable with a commitment to learning and self-improvement

- Strong written and verbal (English) communication skills
- Basic computer skills (able to use Microsoft Word, Excel and PowerPoint)

### **Applications**

- I. Interested and qualified applicants should send their CV, cover letter, and list of three references to [LAVIrecruitment@dai.com](mailto:LAVIrecruitment@dai.com) by February 23, 2018.

**USAID LAVI values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply**