

# Recruitment Notice

## Project Assistant, Guidance and Employment - MONROVIA, LIBERIA



**The European Institute for Cooperation and Development (IECD)**, an international solidarity organization created in 1988, implements economic and human development projects in fifteen countries, in partnership with local institutions, enabling young people and people in precarious situations to access decent and sustainable jobs, in a quality educational and healthy environment. More than 30 years of experience in the fields of education, vocational training, and access to employment for young people, have enabled the IECD to develop a real know-how at the service of the most vulnerable people.

In **LIBERIA**, IECD launched the project STRIVE in September 2020, for a five-year period. The project focuses on three components:

- Developing TVET trainings in partnership with the Ministry of Education and the Ministry of Youth and Sports.
- Increasing the employability of trainees to facilitate their professional integration.
- Supporting vegetable farmers in Bong County to improve their economic opportunities.

IECD is recruiting a Project Assistant for Guidance and Employment, to assist in the implementation of Guidance and Employment activities that will lead to increase in the employability of trainees to facilitate their professional integration.

### **YOUR MISSION**

Under the management of the Project Officer in Guidance and Employment, the selected candidate will assist in the planning and implementation of entrepreneurship and placement activities in the TVET Institutions. These activities are implemented with the objective of better preparing students for employment or self-employment and transmitting the know-how to the partnered TVET institutions.

#### **1. Support entrepreneurship interventions in the TVET institutions**

- a. Participate in training of trainers for entrepreneurship
- b. Ensure entrepreneurship trainings are implemented with students in the TVET institutions
- c. Provide coaching for TVET entrepreneurs
- d. Aid in the organization of entrepreneurship events

#### **2. Follow-up of Guidance and Employment activities within the TVET institutions**

- a. Ensure regular meetings are held with the TVET institutions
- b. Follow-up on the implementation of the Guidance and Employment work plan with each TVET Institution
- c. Support the organization of events implemented under Guidance and Employment

#### **3. Outreach to companies for linkage with TVET institutions**

- a. Identify organizations for possible internship opportunities
- b. Market TVET institutions to companies for student's placement purposes
- c. Look out for or follow-up with partner organizations for companies visits

#### **4. Planning and team building activities**

- a. Contribute to internal planning activities of the Guidance and Employment department
- b. Contribute to planning activities with the TVETs institutions

## 5. Monitoring, Evaluation and Reporting

- a. Draft success stories of participants under the STRIVE project
- b. Conduct outcome tracking exercises for placement students after internship
- c. Aid the Guidance and Employment offices of each school for data base accuracy and reliability, in collaboration with the M&E department

### YOUR PROFILE

**Education:** Bachelor's degree in entrepreneurship, management, or related field.

**Experience:** At least two years' experience working in similar role with international organizations.

#### Expected Skills:

Communication

Collaboration

Planning

Analysis and Decision making

Taking initiatives

Flexibility

Teamwork

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### CONDITIONS

**Starting Date:** February/March 2022

**Location:** 6<sup>th</sup> Street Sinkor, Monrovia

**Under the responsibility:** Guidance and Employment Project Officer,

**Supervisory Responsibility:** None

**Working with:** Finance, Procurement, TVET Team, and TVET Institutions

**Commitment:** 2 years.

**Compensation:** Based on profile.

**HOW TO APPLY:** Job offer Project Assistant G& E

The candidate is to send his/her CV, Cover letter and references to the e-mail:

[contact-liberia@iecd.org](mailto:contact-liberia@iecd.org)

The subject of the e-mail: **Project Assistant – Guidance & Employment.**

**Deadline: Tuesday; January 25, 2022**