



## Vacancy Announcement

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Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within.

Now, and for the future. Mercy Corps has been working in Liberia since 2002.

**Mercy Corps invites applications from all interested and potential Liberian candidates for the following position(s):**

1. PROJECT ASSISTANT - 01 position, based in Buchanan, Grand Bassa County/Montserrado.
2. Please find below the full position description for this position.

*“Fostering a diverse and open workplace is an important part of Mercy Corps’ vision, and we encourage people from all backgrounds, especially women and members of disadvantaged groups to apply. Mercy Corps is an Equal Opportunity Employer”.*

3. How to apply?

Interested and qualified candidates are requested to submit their detailed CV with a cover letter along with other relevant certificates to the email address [lr-jobs@mercy Corps.org](mailto:lr-jobs@mercy Corps.org). You are requested to mention the title of the position on the subject line of the e-mail while applying.

Hard copies of the CV with cover letter along with all relevant certificates can be dropped at Mercy Corps’ Office located at

“Tubman Boulevard Sophie Junction Opposite SOS Clinic, Monrovia”. Label the left corner of the envelop with the title of the position for which you are applying.

Last date for the submission of CV’s is September 30, 2021 by 04:00 pm. Mercy Corps reserves the right to accept or reject any or all CV(s) without assigning any reason. Only shortlisted candidates will be contacted. Telephone enquiries will not be entertained.

**“The recruitment processes will be ongoing while receiving applications”.**

**FEMALE CANDIDATES ARE ENCOURAGED TO APPLY!**

# PROJECT ASSISTANT

## Position Description

**Location** Grand Bassa, Buchanan/Montserrado

**Position Status** Full-time/Regular

**Salary Level** 3-D **Current Team Member** N/A

## About Mercy Corps

Mercy Corps is a leading global humanitarian agency saving and improving lives in the world's toughest places. With a network of experienced professionals in more than 40 countries, we partner with local communities to put bold ideas into action to help people recover overcome hardship and build better lives now, and for the future. In these places, Mercy Corps listen to local voices to prioritize people's most urgent needs, taking a long-term view and promoting innovative solutions that drive true change.

## Program / Department Summary

Mercy Corps started operations in Liberia in 2002 in response to the humanitarian crisis brought on by the two Liberian civil wars which took place from 1989-1997 and 1999-2003. Since then, Mercy Corps' interventions have evolved based on the context and needs of Liberian people. Based on the changing needs, Mercy Corps Liberia has implemented programs in renewable energy, food security, agricultural Livelihoods, financial inclusion, nutrition, water and sanitation, infrastructure, and in youth economic empowerment.

## General Position Summary

The project Assistant will be based out of one of the LEEP Youth Opportunity Centers, and will be responsible for conducting outreach (to businesses, mobilize community, create awareness for participation), administration related to Employment, Entrepreneurship and Life skills activities. The Assistant will lead field monitoring, support, and mentoring of project activities.

## Essential Job Responsibilities

### Program Management

#### Business outreach and relationship management

- Conducting outreach to the business community (international and national businesses) and identify areas for collaboration for trainings or apprenticeships
- Conduct apprenticeship recruitment activities in partnership with host businesses. Register business and life skills trainees at the community level
- Follow-up and evaluate progress of partnerships in collaboration with business
- Conduct assessment to inform program design and implementation
- Conduction community mobilization and sensitization on employment and Life skills opportunities
- Work with partner organizations to monitor project activities

## Apprentice monitoring

- Monitor apprentice attendance at jobsites
- Conduct M&E with host businesses and apprentices, to understand outcomes
- Provide report and feedback to supervisor as required
- Submit quarterly monitoring report and compile success stories

## Youth Investment Fund monitoring/mentoring

- Conduct field-monitoring visits to entrepreneurs who have received grants
- Provide mentoring and advice on business planning and management •  
Follow-up with difficult cases
- Provide reports quarterly on monitoring and beneficiary progress to supervisor •  
Contribute to strategy of Youth Investment Fund

## Administration of Employment and Entrepreneurship Activities

- Develop and publish catalogues of apprenticeship opportunities
- Shortlist apprenticeship applicants
- Organize apprenticeship interviews administer timely payments of apprenticeship and Youth Investment Fund payments
- Organize Youth Investment Fund assessment panels Youth Outreach
- Conduct outreach to youth in communities and youth organizations
- Contribute to youth outreach strategy Support to mentoring and coaching
- As required, support coaching and mentoring activities in Youth Opportunity Centers, around business planning, CV development, and others.
- As required, manage Youth Opportunity Center reception

Any other tasks requested by the Youth Opportunity Center Coordinator

### Strategy & Vision

- Recognize opportunities for innovative action and create an environment where alternative viewpoints are welcomed.
- Set direction by prioritizing and organizing actions & resources to achieve objectives and contribute to countrywide strategy development.
- Develop and organize activities to secure resources for programs and convince stakeholders to provide support.

### Team Management

- Develop the capacity of the team, deepen understanding of their roles and assist with career development.
- Assist team members with information, tools and resources to improve performance & reach objectives.
- Promote accountability, communicate expectations and provide constructive feedback informally and formally via regular one on ones and performance reviews.

- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Hire, orient and lead team members as necessary.

### **Finance & Compliance Management**

- Ensure compliance with donor and Mercy Corps regulations related to emergency programming.
  
- Draft and/or review scope of work to hire and manage any technical consultants, including review for technical efficacy and contract budget.

### **Influence & Representation**

- Identify, build and manage collaborative partnerships with consortium partners, sub-grantees, donors, local governments and other stakeholders.
- Communicate effectively to ensure overall project targets and donor obligations are met.

### **Security**

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members operate in a secure environment and are aware of policies.

### **Organizational Learning**

- As part of our commitment to organizational learning and in support of our understanding that learning organizations are more effective, efficient and relevant to the communities they serve, we expect all team members to commit 5% of their time to learning activities that benefit Mercy Corps as well as themselves.

### **Accountability to Beneficiaries**

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our beneficiaries and to international standards guiding international relief and development work, while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

## **Supervisory Responsibility**

None

### **Accountability**

**Reports Directly To:** Youth Coordinator-MYOC/BYOC **Works**

**Directly With:** Program team and other departments

### **Knowledge and Experience**

- A university degree in Business Administration, Social Work, Economics or related field
- Minimum of one year working in youth livelihoods, microenterprise, or entrepreneurship in an NGO, or in the private sector
- Strong administrative skills
- Professional demeanor

- Demonstrated ability to interact with business owners and managers
- Ability to use basic Microsoft Office programs (including Microsoft Excel)
- Demonstrated experience being proactive and taking initiative in a work setting
- Excellent skills in spoken English and written English
- Ability to ride motorcycle a plus

#### Success Factors

- Good knowledge of business skills and management
- Excellent organizational skills

