



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: LRP1 Regional Manager

Reporting to: Head of Program and Policy

Location: Gbarpolu County

Grade:

Line Management: Program officers

A. MAIN PURPOSE

The key objective of this post are overall coordination of implementing partners in the LRPs at District Level; advocate for changes in policies and practices that impact upon the lives of poor people. Facilitating and guiding local program partners for active Resources mobilization and understanding of fundraising approach, planning budgeting and reporting.

PROGRAMME ACTIVITIES

- Collect relevant assessment information to inform development programming.

- Facilitate community mobilization and sensitization in all programs interventions within the defined area in accordance with the Annual operating Plan.
- Build the capacity of community structure (CSOs/CBOs structure) and ensure they established and strengthened in all participatory methodologies and HRBA.
- Participate and organize community functions (meetings, celebration etc) at the sector level.
- Develop a training plan, Identify training needs and organize community trainings in consultation with HOPP and District Authorities.
- Provide weekly, monthly, quarterly and annual report and plans in line with AAL guidelines.
- Monitor the implementation of all LRP1 activities on timely basis and alert the HOPP on any irregularities.
- Participate in the collection and organization of any required data,
- Ensure good relationships with various development partners at the District and sectors levels.
- Ensure community participation and understanding of LRP1 activities at the community level.
- Identify advocacy issues within community, propose and design appropriate strategies to address them/link to AAL policy agenda
- Participate in development and promotion of alternative models and document best practices to demonstrate what works for lobbying for policy change.
- Work with communities to undertake action research to equip communities with knowledge, information skills and tools to challenge the denial of rights through advocacy and campaigns.
- Perform any other duty as delegated by the supervisor.

SPONSORSHIP ACTIVITIES:

Planning and coordination

- In consultation with the sponsorship team, plan sponsorship activities and integrate this into the LRP1 master plan, community/partner training, child message, profile collections and Photo updates, query and complaints follow ups.
- Ensure sponsorship activities LRP1 are carried to the planned time and quality standards.
- Participate in the planning and budgeting of sponsorship of sponsorship field based activities like monitoring, evaluations and communications.
- Monitor, review and report on sponsorship activities on an agreed format and frequency.

- Closely monitor the resource needs for sponsorship field activities and liaise with the central office to make them available in a timely manner.

General

- Contribute to CSP periodic and annual planning, budgeting, reporting monitoring and evaluation.
- Share progress reports with other team Coordinators for a better collaboration.
- Perform any other related duties as required by the line manager

KEY CONTACTS AND RELATIONSHIPS

- Internally: Country Director, Head of Program Policy, Child Sponsorship Manager, Fundraising and Compliance Manager, Program Quality Manager and other AAL Staff both nationally internationally.
- Externally: Partners, Committees, Government Agencies, international/local NGOs, CSOs, CBOs, various platforms and networks, international stakeholders, public forums, donors, media (after consultation with CD and Communications Manager), providers of research and consultancy services.

KNOWLEDGE, SKILLS AND ABILITIES

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the job training.

- Must have a Bachelor's degree level in Development studies, Agriculture, Management, Social Sciences or any other field related to development with five years' experience.
- Knowledge on Sustainable Community Development, Micro enterprise Women and Children rights, having knowledge in sponsorship is an advantage; demonstrating morality in the communities and at work; Building collaborative relationships; Achieving quality result and service.
- Must be willing to stay in Rural areas and /or spend long hours in the field.
- Must possess demonstrable experience in networking and building relationship across different strata of society.
- Excellent knowledge of English is a requirement.
- Committed to socio-economic and psycho-spiritual development.
- Must be computer literate and competence in database (Word, Excel, PowerPoint and ACCESS)
- Must be a willing learner and a team player.
- Understanding AAL mission and operations.

- Must be a Liberian by nationality
- Must possess a Passport and Vehicle or Motorcycle driver's license
- Maintain the high level of accountability of responsibility of all resources at his/her disposal;

CRITICAL COMPETENCES:

- Strategic management and Communication planning
- Sponsors and Donor intelligence
- Documentation, Reporting, Materials development and Publishing
- Funding proposal development
- Staff capacity sponsorship methodologies Monitoring and evaluation
- Networking and Collaboration
- Understanding Finance Management skills

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 “ **LRP1 Regional Manager 01082018**”. Deadline for submission of applications is **Friday, August 14th 2018**. Only shortlisted candidates will be contacted.

Female candidates are encouraged to apply