



Vacancy Announcement

Mercy Corps is an international, non-governmental humanitarian relief and development agency that exists to alleviate suffering, poverty and oppression by helping people build secure, productive, and just communities. Mercy Corps works in more than 40 countries, and has been working in Liberia since 2002.

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

1. Life Skills & Sports Development Coordinator- **01 position, based in Monrovia with frequent travel to the field offices.**
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. 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. Please note; the Pre-Employment form should be provided with your application.

4. **Below is a link to Mercy Corps Pre-Employment Form; completed Pre-Employment is required as it forms part of the application package. Complete and click submit.**

<https://docs.google.com/forms/d/1IOOEYwwufSvXaMg9Go0ZegkYdunW3IW4ecYsR17ZkbQ/edit>

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!

LIFE SKILLS & SPORTS DEVELOPMENT COORDINATOR

Position Description

Location Monrovia, Liberia

Position Status Full-time

Salary Level – Grade 04: Level E-G

About Mercy Corps

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.

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

Reporting to the Deputy Youth Employment and Entrepreneurship Team Leader, the Life Skills & Sports Development Coordinator will play an important technical and strategic leadership role, supporting delivery of the AFD-funded Liberia Employment and Entrepreneurship Program (LEEP) (2019-2023) including planning, organizing, leading, and controlling program activities. LEEP is a three-year program to bolster employment and entrepreneurship potential of at-risk youth, engage public and private sector stakeholders in youth opportunities and build micro- and small and medium enterprise (MSME) capacity to contribute to economic growth and social development in Liberia. The Life Skills & Sports Development Coordinator will particularly drive the implementation of LEEP's Sports for Youth Empowerment (SPYE) component. The post-holder will work closely with the PROSPECTS Program team and the field team (currently three field offices) for the implementation of the LEEP program.

Essential Job Responsibilities

PROGRAM MANAGEMENT

- Ensure quality implementation of LEEP's Sports for Youth Empowerment (SPYE) component to empower young Liberians acquire life and employability skills through Sports.
- In collaboration with stakeholders such as Ministry of Youth and Sports, sports associations and youth groups, select sports clubs/teams and coaches in Monrovia, Margibi and Grand Bassa counties to participate in LEEP's Sports for Youth Empowerment (SPYE) program.
- Assess which sports apart from football are appropriate for attracting typically marginalized groups (such as girls, disabled youth etc.). Develop and implement strategies that encourage mixed sports teams to recruit more marginalized youth (such as girls, disabled youth) into their clubs.
- Develop training programs for selected sports coaches in sports based methodologies which will help them to empower youths to develop life skills related to employment and self-employment, conflict management,

copying and healthy behaviors. This include mentorship for coaches throughout the year, provision of refresher courses as needed, and organization of experience-sharing meetings between the coaches.

- Implement detailed sports-based life skills modules among selected teams, including monitoring the performance of coaches, graduation rates and knowledge retained by participants.
- Strengthen the capacity of selected sports clubs in Liberia through linkages with sports clubs in other counties and countries. This includes the provision of sports kits, linkages with established sports institutions in other countries and sports events.
- Design programs that ensure strict adherence to Mercy Corps policies concerning interactions with program participants including Code of Conduct training for all coaches and partners involved in the Sports for Youth Empowerment (SPYE) Program.
- Identify fora and opportunities for Mercy Corps to show case its work related to innovative partnerships, solutions and the private sector engagement, including identifying best practices that can be shared nationally and internationally through LEEP initiatives.
- Perform other tasks, as required by the supervisor.

TEAM MANAGEMENT

- Promote accountability, communicate expectations and provide constructive feedback via regular performance discussions.
- Train and mentor staff in Sports for Youth Empowerment (SPYE) Programming to ensure successful program implementation.
- Work closely and oversee partners, including private sector actors, government agencies, universities, and research entities.
- Provide team members with information, tools and other resources to improve performance and reach objectives.

INFLUENCE & REPRESENTATION

- Identify, build and manage collaborative partnerships with sub-grantees, donors, local governments and other stakeholders.
- Represent Mercy Corps programs with national and international media and participate in community activities as appropriate.

FINANCE & COMPLIANCE MANAGEMENT

- Create and maintain systems ensuring effective and transparent use of financial resources for timely and informative reporting in line with donor and Mercy Corps policies and procedures.
- Ensure compliance with donor and Mercy Corps regulations related to emergency programming.
- Build and/or maintain operational systems that ensure proper administrative support for programs.
- Draft and/or review scope of work to hire and manage any technical consultants, including review for technical efficacy and contract budget.

PROGRAM MONITORING AND EVALUATION

- Ensure that robust monitoring and evaluation, quality data collection and analysis systems are in place, adhered to and used as a decision-making tool, encouraging consistency across programs.
- Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources □ Advise on and assist with project reviews conducted by the M&E Unit.
- Ensure authentic data is provided by field teams for project progress updates

OTHER

- Conduct him/herself professionally and personally in such a manner as to bring credit to Mercy Corps and to not jeopardize its humanitarian mission.
- Other duties as assigned.

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 towards 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.

SUPERVISORY RESPONSIBILITY: Two LEEP staff

ACCOUNTABILITY: Reports Directly to the Deputy Youth Employment and Entrepreneurship Team Leader **WORKS**

DIRECTLY WITH: Department Heads, Program teams, finance and operational staff.

KNOWLEDGE AND EXPERIENCE:

- At least a Bachelor's degree in Social Sciences – Psychology, Sociology, Community Services or related field preferred.
- Background in sports education/development required. Possession of a sport related qualification including national coaching/sports qualifications is an added advantage.
- Specific experience working with marginalized groups in skills development programs is an added advantage
Relevant experience working in human and community services of three or more years At least 2 years' experience in a managerial position.
- Demonstrated experience in development and facilitation of life skills workshops and group work/activities
Demonstrated teaching and leadership skills
- Strong written & verbal communication skills
- Initiative, team-work, self-motivation
- Skills in planning and organization
- Fluency in written and oral English is required.

SUCCESS FACTORS:

The ideal candidate would need to have an interest and ability in sport, excellent written and verbal communication skills, good organizational skills, be good team player, have creativity in implementing strategies and plans and motivational skills to encourage others.

