



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. Social Business Manager - 01 positions, based in Monrovia with frequent travel to field locations**

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".

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 (between 15 & 16 St), Sinkor, 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 August 03, 2018 by 05:00 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.

SOCIAL BUSINESS MANAGER

Position Description

Location: Monrovia

Position Status Full-time, Regular

Salary Level

Current Team Member: N/A

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. Mercy Corps has been working in Liberia since 2002.

Program / Department Summary

Prospects (Promoting Sustainable Partnerships for Economic Transformation) is a three-year youth livelihood and empowerment program created to respond to the unemployment and livelihoods challenges youth face in Liberia.

General Position Summary

The Social Business Manager leads the social business unit of the PROSPECTS Youth Employment Program. The social business unit is a results-based grant financing mechanism investing in enterprises with the potential to accelerate commercially viable and sustainable solutions to youth unemployment in Liberia. Alongside financing, the social business provides technical assistance spanning business and financial management services, and organizational development. The social business works with enterprises to build capacity in developing and refining scalable revenue models, and supports ventures to crowd-in additional funding.

The Social Business Manager leads and manages day-to-day operations of the team. S/he work along with Social Business Coordinators/Officer to support enterprises in the overall execution of grant ideas providing strategic business advisory services, mobilizing external assistance when expertise is not available in-house, and overseeing the delivery of administrative, logistical, and other support as needs arise. This role will work closely with a range of business partners from CEOs/Entrepreneurs to mid-management and other business staff, as well as more broadly with private, public and social sector stakeholders as relevant to the proposed grant ideas. To this extent, s/he must exhibit a high level of business acumen; diplomacy and tact; entrepreneurial mindset; influential; strong work ethic and ability to follow through; and demonstrated capacity to effectively interact with partners at all organizational levels. The Social Business Manager will also lead the process of capturing lessons learned from implementation.

Essential Job Responsibilities

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.
- Provide overall strategic direction to the social business team and contribute to the strategy development for social business component of the Prospects Phase III focusing on relaying learnings from phase II particularly on financial linkages, SMEs growth and sustainability.

PROGRAM MANAGEMENT

- With the support of the Program Manager assist in the development of the TOR and hiring of the business consultant for the development of the social business toolkit for SMEs
- Participate in the training of trainers' (TOT) workshop of the social business toolkit for cascading the training for SMEs and supporting the toolkit usage
- Lead the process of monitoring and capturing lessons learned during the implementation of social business portfolio to inform the design and scale-up of future similar interventions in Liberia.
- Support the Social Business Coordinators/Officer in systematically tracking the development and refinement of the package of tools (business, financial, organizational development etc.) put in place to support businesses in their implementation.
- Integrate lessons learned into a comprehensive toolkit or other practical guide for development practitioners/entities seeking to undertake similar efforts.
- Develop and submit quarterly reports for the social business teams including success stories, pictures and quotes, challenges and program learning
- Other tasks as assigned by the Program Manager.

TEAM MANAGEMENT

- Prepare team annual and quarterly work-plans and manage workloads of Social Business Coordinators'/Officer being mindful of the needs business beneficiaries while ensuring that staff are exposed to firms at various growth stages in accordance with their strengths and professional development needs.
- Build the capacity of Social Business Coordinators to effectively identify and deliver business advisory services required by SMEs business firms to effectively execute proposed solutions.
- Build the capacity of the Social Business staffs to provide day-to-day business coaching to firms to develop, execute, and refine sustainable business models and undertake necessary business processes improvements.
- Participate in business advisory services as needed.

FINANCE & COMPLIANCE MANAGEMENT

- Monitor and track completion of key milestones/deliverables from private sector awardees as reflected in their respective contractual agreements.

- Liaise with Mercy Corps' operations and finance teams in ensuring that goods and services and payment of milestones outlined in grantees' contracts are timely raised and executed in accordance with Mercy Corps' processes and procedures.
- Continuously support social business SMEs to put in place measures to effectively track transactions and expenditures associated with the grant.

INFLUENCE & REPRESENTATION

- Represent social business in forums/workshops/conferences/sector coordination meetings to share best practices and findings with private sector, government, and the wider development community, as relevant.
- Develop and maintain positive working relationships with the local business community and relevant private, public and civil society sectors to further the program's mission
- Foster linkages between private sector grantees and relevant private, public, and civil society actors that will assist firms in the achievement of their objective and to scale-up and crowd-in additional investments for solutions to youth unemployment.

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

Two Social Business Coordinators and an Officer

Accountability

Reports Directly To: Prospects Program Manager

Works Directly With: Support departments (operations, finance, HR), New Day Investee Companies, Social Business Coordinator, Employment and Entrepreneurship Manager, YES! Coordinator

Knowledge and Experience

- Advanced degree preferred, ideally an MBA or related field
- Track record of effectiveness in leadership roles, including 3 years of management experience. Grant management experience is desirable
- Experience advising enterprises at various stages of growth. Direct management of a business venture is desirable
- Management excellence with the ability to coach staff, manage, and develop high performance teams, set and achieve strategic objectives, and manage a budget
- Fluent spoken and written English
- Experience working with local private sector is a plus

Success Factors

The successful Social Business Manager should be action oriented. S/he should have entrepreneurial and innovative approach to business planning. S/he should have leadership capacity and an ability to be self-directed. The Social Business Manager should also be able to manage a team as well as have management skills, the ability to work in a diverse team, be approachable, supportive, and willing to learn and apply new ideas. S/he should hold high integrity and a positive attitude. S/he should have strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills. The Social Business Manager should be able to multi-task, set priorities, and be willing to learn and adapts well to new environment and changes.