



USAID
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Legal Professional Development and Anti-Corruption Program (LPAC)

Date: June 12, 2018

Reference: Vacancy advert – Events Specialist based in Monrovia, Full-Time Position

Background: Checchi and Company Consulting, Incorporated (Checchi), an international rule of law and development firm based in Washington, D.C., has been selected by USAID Liberia to implement the **Legal Professional Development and Anti-Corruption Program (LPAC)** – a five (5) year funded activity working in partnership with the Government of Liberia to provide capacity building, technical assistance and mentoring support to Liberia’s James A. Pierre Judicial Institute; Louis Arthur Grimes School of Law; Liberian National Bar Association; Liberia Legal Information Institute (LiberLII); and the Liberia Anti-corruption Commission.

Position Responsibilities/Expectations: The position will report directly to LPAC Project Administrator. The incumbent will support Program Advisors and other staff to design, implement, manage, and administer LPAC training activities in Monrovia and outlying Counties as required.

Tasks and Responsibilities:

- Examine forthcoming events. Identify graphic, editorial, outreach and USAID clearance needs and overview.
- Work with LPAC Advisors and Team in sourcing information for training budget preparation.
- Identifies suitable training venue and other services for LPAC sponsored events.
- Ensures training materials are branded as per standard branding policy.
- Handles timely printing & copying of related training manuals and ensures accuracy and uniqueness of all documentation.
- Prepare and distribute training invitations and communicate with participants in a timely and friendly manner about agreed training dates/ venue as well as potential cancellation of scheduled events.
- Oversees participants’ daily attendance record and ensures appropriate template is used during LPAC sponsored training.
- Works in close collaboration with finance team to arrange disbursement of participants’ transportation reimbursement and other related fees.
- Write event summary for reporting and outreach purposes.
- Maintains unique files for training events and provides M&E team with data related to LPAC training.
- Other duties as assigned by LPAC Project Administrator or Chief of Party as needed.

Educational Requirements

- Bachelor degree or higher education in Business Administration, Economics, Events Management or other related field.
- Minimum 3 years of progressive responsibility working in similar role with donor-funded government programs, preferably USAID-funded.

LPAC’s Events Specialist based in Monrovia

- Demonstrated education and experience in using spreadsheets/databases for storing, managing and analyzing quantitative and qualitative data.

Minimum Work Related Requirements

- Strong interpersonal and communications skills utilizing diplomacy and tact to achieve results.
- Strong oral and written English language communications skills are required.
- Prior USAID experience preferred.
- Proven experience as an events planner or organizer.
- Impressive portfolio of previously managed events (training, meetings, other corporate events).
- Excellent time management and communication skills.
- Ability to manage multiple tasks independently or with minimum supervision.
- Proficiency in MS Office (Word, Excel, Power Point and Gmail).
- Experience in Project Management is a plus.

Application Process: Interested candidates should send a cover letter and current CV with the job title – **LPAC's Events Specialist** – to the following address: gkelvin@chechiconsulting.com and CC: liberia@chechiconsulting.com. Please note that hardcopy will not be accepted.

Deadline: The deadline for submission of applications is June 26, 2018 at 5:00PM. However, due to the urgent need to fill this position LPAC will conduct interview on a rolling basis and the job may be offered before the closing date.

All applications will be reviewed and evaluated by LPAC management staff, and only applicants selected for a personal interview will be contacted by the LPAC Program Manager. No phone call inquiries about the position will be accepted.