



CAREFOUND-Liberia



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Carefound-Liberia is seeking to recruit a qualified and experienced person to serve as a Program Assistant in Rivercess and Bomi Counties.

Date: July 12, 2020
Reports to: Head of Programs
Number of Vacancies: 2
Application deadline: July 30, 2020
Programs Focus Areas: Sustainable Development Goals (SDGs) 3, 4 and 5
Duty station: (Rivercess & Bomi) Counties

Duty and Responsibilities:

1. Contribute to the initiation and design of programs that address the needs of women and girls for incorporation in the Carefound-Liberia strategic and other work plans.
2. Coordinate and monitor County's activities implementation to ensure achievement of planned results.
3. Attend all County's Coordination Meetings as relate to Gender, Health, Education and Agricultural; take minutes as appropriate Develop and maintain networks with partner agencies for resource sharing and cost-saving.
4. Provide support for writing short-term plans that address the organization's strategic plan.
5. Manage and maintain out-station duty points according to quality and standard guidelines.
6. Conducting site mapping for service delivery in the selected communities of assignment for project implementation;
7. Prepare written correspondences related to the program, including program bulletins
8. Provide administrative support for the timely implementation of program activities
9. Maintain timely submission of Carefound- Liberia program reports, including monthly time sheets and work plan and submit a bi-monthly report to Head of Programs with copy to the E.D.
10. Conduct supervision, monitoring and evaluation of project implementation and report;
11. Support the hosting and facilitation of Focus Group Discussions (FGD) Workshops and Meetings
12. Complete assignments to meet set **deadlines**;
13. Carry out any other assignment as designated by the supervisor.

Position Qualification:

The successful candidate should have:

- a minimum of a degree in Sociology, Social Work, Public Health, Gender, Community Development or related fields;

- The ideal candidate should have not less than 1 year experience in project management, administration or coordination;
- Previous experience in women empowerment program implementation is an added advantage;
- A committed and honest person with excellent interpersonal skills, a fast learner and ability to work under minimal supervision;
- Excellent Computer knowledge;
- Females are especially encouraged to apply.

Competencies:

1. Ability to develop project proposals that are gender sensitive and youth focused;
1. Ability to prepare activity plans and budgets;
2. Ability to develop monitoring and supervisory checklists and plans;
3. Ability to negotiate, lobby and communicate timely;
4. Ability to work collaboratively with multiple partners and teams at national and sub national levels;
5. Ability to assist in developing or adapting relevant youth focused, gender sensitive and disability-friendly materials for project implementation;
6. Strong interpersonal, communication, collaborative and good listening skills;
7. Openness to new ideas and willingness to accept different opinions;
8. Respect for others, patience and sense of humor;
9. Willingness to travel within county of assignment

Outputs and Outcomes:

1. Women and girls needs incorporated in strategic plan and addressed.
2. Project activities implemented according to plan and set targets met.
3. Quality services provided to beneficiaries.
4. Efficient and effective use of women’s right and gender equality resources and Mutual support from partners.

Application Process:

Interested candidates should submit their Application Letters detailing their experiences and skills, Curriculum Vitae, copies of relevant academic documents and 3 references to:

The Executive Director
 Care foundation-Liberia,
 ABC Road, Baptist Seminary Community,
 RIA Highway Or

A signed scanned copy of Application and other documents as listed above via Email:careffoundation73@gmail.com on, Friday, August 10 30, 2020 by 4:00p.m. *ONLY successful candidates shall be contacted for an interview. Note: Females candidates are extremely encouraged applying.