



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. Project Assistant - 01 position, based in Gbarnga, Bong County 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.

PROJECT ASSISTANT

Position Description

Location: Gbarnga, Bong County

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 project Assistant will be based in, and work out of one of the Prospects Youth Opportunity Centers (Paynesville or Gbranga). S/he will be responsible for conducting outreach (to businesses, youth and create awareness and mobilize community participation). S/he will also be responsible for executing administrative task related to Employment, Entrepreneurship activities including; training, seed grants, apprenticeship and Life skills activities. The Assistant will lead field monitoring, coaching and mentoring support of the activities mentioned related to youth participants.

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.

PROGRAM MANAGEMENT

Business Outreach and Relationship Management

- Conduct assessment to inform program design and implementation
- Conduct outreach to the business community (multi-national and national businesses) to identify scope for collaboration for trainings and placement of apprentices
- Conduct apprenticeship recruitment activities in partnership with host businesses.
- Conduct recruitment for business and life skills training at the community level

- Follow-up and evaluate progress of partnerships in collaboration with business
- Conduction community mobilization and sensitization on employment and Life skills opportunities
- Work with partner organizations to monitor project activities

Apprentice Monitoring

- Monitor apprentice attendances at host businesses/jobsites
- Conduct periodic M&E task with host businesses and apprentices
- Provide report and feedback on monitoring and supervision activities
- Submit quarterly monitoring report and compile success stories

Youth Investment Fund Monitoring/Mentoring

- Conduct field monitoring of entrepreneurs who have received grants
- Provide mentoring and advice on business planning and management
- Follow-up with difficult cases
- Provide reports quarterly on monitoring and beneficiary progress to supervisor
- Contribute to strategy of Youth Investment Fund

Administration of Employment and Entrepreneurship Activities

- Develop and publish catalogues of apprenticeship opportunities and shortlist for apprenticeship opportunities
- Organize and participate in apprenticeship interviews for placement
- Conduct administrative check-ins and compile timesheets and reports for timely payments of apprenticeship and Youth Investment Fund
- Organize YIF assessment due diligence activities and panels documents assessment and pitching

Youth Outreach

- Conduct outreach to youth in communities and youth organizations
- Contribute to youth outreach strategy

TEAM MANAGEMENT

- Support coaching and mentoring activities at Youth Opportunity Centers, with apprenticeship, business planning, CV development, and others as required.
- Participate in the information sharing at the Opportunity Center reception for would-be participants

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

None

Accountability

Reports Directly To: Project Coordinator/ HOO

Works Directly With: Project officers, Operation and Finance Teams, Project Manager, RLR Manager, Program Manager and Operations and Finance teams.

Knowledge and Experience

- A university degree in Business Administration, Economics Social/development studies, or related field
- Minimum of 2 years of work experience working with youth/livelihood activities is a MUST
- Experience in training/facilitation skills is an added advantage
- Experience in customers' service and relationship management is an added advantage
- Working knowledge of Microsoft office, particularly word and excel is a must
- Very good spoken and written English is required
- Experience in project monitoring activities is required

Success Factors

The successful Project Assistant should be self-motivated, energetic and proactive. S/he should have excellent organizational skills. S/he should be a team player and possess exceptional interpersonal skills. S/he should be honest, reliable and should possess the ability to work independently. The project assistant should be willing to learn and adapt well to new environment and changes.