



EMBASSY OF SWEDEN
MONROVIA

Vacancy Announcement for National Program Officer in Inclusive and Sustainable Economic Transformation, especially Energy and Infrastructure

The Embassy of Sweden in Monrovia has 21 employees and is one of the largest bilateral diplomatic missions in Liberia. The overall tasks include political and economic reporting, trade promotion and the implementation of Sweden's development cooperation with Liberia.

The Embassy, is seeking a qualified individual to fill the full time position of **National Programme Officer** (NPO) to the Development Cooperation Section. The NPO will manage programmes supported by Sweden in the field of inclusive and sustainable economic development.

The NPO reports to the Head of the Development Cooperation Section at the Embassy. The section consists of The Head of the Section, two controllers, six programme officers and a programme administrator.

Job Summary

- To manage programmes and policy dialogue within the area of inclusive and sustainable economic development, especially renewable energy and infrastructure
- To monitor, analyse and report on results in the relevant areas,
- To participate in relevant sector working groups together with other donors and government representatives,
- Participate actively in Sida's network of energy,
- Perform other duties as required and assigned by the Head of Cooperation

All programme officers at the Embassy work with the following:

- Planning, implementation, follow-up and reporting of the Swedish cooperation strategy for Liberia.
- Contributing to Embassy's reporting.
- Participating in the operational and strategic planning and analysis of Sweden's development cooperation with Liberia.
- Managing of programs and quality assurance
- Participating in the follow-up, analysis and reporting on multilateral organisations' development cooperation in Liberia.
- Applying the Embassy's anti-corruption strategy and maintaining a close monitoring regarding possible suspicions of corruption, and act to prevent and stop corruption within their areas of responsibility.

- Mainstreaming themes: environment and climate change, gender equality and conflict prevention.

Job Requirements

- University Degree in civil engineering similar relevant thematic area,
- At least seven years of experience working with development cooperation (such as Embassies, international or multilateral organisations, or international non-governmental organisations),
- At least three years of experience of project management of international development projects,
- Experience and good knowledge of the work of anti-corruption
- Diploma or Certificate in Microsoft Office (including Word, Excel and Power Point), or proven proficiency in the programmes;
- Excellent command of spoken and written English.

Merits and Skills Competencies

- Analytical, decision-making and problem-solving skills, ability to communicate in a clear and concise way;
- Excellent interpersonal skills and ability to work well in a team and respect individual differences;
- Excellent organizational and planning skills;

Application for the above position shall include:

- A typed letter of motivation,
- A complete Curriculum Vitae (CV),
- Copies of formal qualifications, and
- The names and contact details of at least three references (one of which being an immediate past superior).

Applications are to be sent by e-mail only to: ambassaden.monrovia@gov.se

Further information about the vacancy can be given by Head of Development Cooperation Elisabeth Hårleman elisabeth.harleman@gov.se

Attention: APPLICATION FOR NATIONAL PROGRAMME OFFICER POST

Closing date for all applications related to this vacancy is January 28th 2018.

Only shortlisted applicants will be contacted.