Vacancy Notice

Job Title: Combined Monitoring & Evaluation, and Project Officer (Peacebuilding Programme)

Duty station: Monrovia, with occasional travel to the counties.

Reports to: ZOA Peacebuilding Project Coordinator, with technical supervision from the Senior Programme Officer of the Liberia Peacebuilding Office (PBO)

ZOA supports those affected by violent conflicts, natural disasters, and chronic poverty in fragile states, irrespective of race, gender, ethnicity, religion, or age. By working alongside communities, we contribute to signs of hope and restoration, supporting people to overcome hardship and rebuild their lives. Inspired by our Christian faith, we provide relief, hope and recovery to people impacted by conflicts and disasters, as we work towards a world where people have hope and live dignified lives in peaceful communities. We value people, we are faithful, we are good stewards, and we serve with integrity. In Liberia, ZOA delivers innovative, and ground-breaking projects in Food Security and Livelihoods, WASH, TVET, Home Grown School Meals, and Peacebuilding, with a strong focus on inclusion, participation and sustainability, thereby achieving lasting positive change.

Job Description:

Monitoring and Evaluation (60%):
- Work with project and Peacebuilding Office staff to update the context analysis documents for all counties on a monthly basis
- Plan monitoring activities to help with programme adaption
- Work with project and Peacebuilding Office staff to update ZOA’s Political Economy Analysis quarterly
- Keep records of all trainings and project activities undertaken for reporting purposes

Project Officer (40%):
- Support ZOA and Peacebuilding Office staff to ensure that all planned project events are properly scheduled and managed;
- Support the timely compilation of all project related information required for internal and donor reporting;
- Support the Peacebuilding Project Coordinator and Officers with required documentation, communications and scheduled meetings;
- Arrange travel and accommodation for project visitors and staff;
- Carry out any other reasonable duties as directed by the Manager General Affairs and Country Director.

Qualifications

- A university degree in Monitoring and Evaluation; or relevant work experience as a Project Assistant

Skills and Experience:

The successful candidate will have at least three years of professional experience in Monitoring and Evaluation or as a Project Assistant, preferably including experience working for a non-governmental organisation, as well as good analytical and organisational skills. In addition, the following skills and competencies are required:
Knowledge of the Project Cycle Management process;
An understanding of Peacebuilding programming in Liberia;
Excellent communication and interpersonal skills;
Command of both spoken and written English;
Strong organization skills with a problem-solving attitude
Advanced Excel knowledge and skills;
Attention to detail.
Demonstrated strong problem-solving skills as well as exceptional customer relations (both internally & externally); provides sound judgment and contractual oversight
Excellent communications and personnel management skills and ability to relate to people at all levels of an organization and of different multi-cultural backgrounds
Extremely well organized and self-directed individual;
Must have integrity and a strong work ethic; must embrace being accountable;

Terms of Employment:

This is a part-time position (2.5 days per week) and will be contracted for an initial 12-month period, with possibility of extension. This is a national position. Appointment depends on funding being secured.

A provisional start date of 1 September 2019.

How to Apply:

A letter explaining your suitability for the role of no more than one page, and CV, as well as contact details for three referees (including latest, or current employer) should be addressed to ZOA’s Country Director,, Haremen Sas and sent by email only to ZOA’s Office Administrator at the following email address: r.jones@zoa.ngo

All applications must be received by 17:00 Friday 12 July 2019. Only short-listed candidates will be contacted. Short-listed candidates will be invited to an interview, which will also include proficiency tests