JOB ADVERT

Business Development Service Senior Officer

Created in 1979 and now operating in over 50 countries around the world, Action Against Hunger is one of the major actors in fighting hunger. Active in Liberia since 1990, Action Against Hunger has become one of the main humanitarian and development actors in the country focusing on Nutrition, Health, Mental Health and Psychosocial Support (MHPSS) as well as Food Security and Livelihoods (FSL), Water Sanitation and Hygiene (WASH) to address the underlying and root causes of nutrition insecurity. Action Against Hunger's work in Liberia has evolved significantly over the years from emergency response to longer-term development, aiming at ensuring the provision of nutrition services within the health system; promoting and implementing FSL and WASH interventions; and developing strong partnerships with local civil society and national NGOs as well as the Government of Liberia. Through the years, Action Against Hunger has developed a strong acceptance within the communities in the areas of interventions. Action Against Hunger Country office is located in Monrovia.

I. Summary of position

Action Against Hunger is seeking a Business Development Service Officer. The post holder will be responsible for strengthening community-based financial institutions, promoting entrepreneurship and enterprise growth, enhancing financial inclusion, and facilitating market access for project participants. The position will support the graduation of mature Community Savings and Loan Associations (CSLAs) into sustainable Savings Unions, improve governance and financial management systems, strengthen linkages with financial institutions and markets, and foster partnerships that create economic opportunities for women, youth, producer groups, and small enterprises. The Business Development Service Officer will provide technical assistance, coaching, capacity building, and market systems support to improve household incomes, resilient livelihoods, sustainable community enterprises, and long-term economic self-reliance, while ensuring that all interventions promote gender equality, safeguarding, protection, and social inclusion principles

II. Some key job responsibilities

Mission 1: Strengthen Community Financial Structures and Savings Union Development. You will be responsible for:

- Assessing the performance and readiness of mature CSLAs for graduation into Savings Unions.
- Facilitating the graduation and formalization of Savings Unions through the Cooperative Development Agency (CDA).
- Strengthening governance, leadership, succession planning, and organizational management systems within Savings Unions.
- Supporting the development of constitutions, policies, operational procedures, and accountability mechanisms.
- Promoting sustainability, transparency, regulatory compliance, and long-term institutional growth of Savings Unions.
- Ensuring all activities are gender-sensitive, socially inclusive, and protection-conscious.

Mission 2: Promote Enterprise Development and Business Growth. You will be responsible for

- Providing tailored business development services to Savings Unions, producer groups, and entrepreneurs.

- Supporting the preparation and implementation of business plans for Savings Unions and enterprises.
- Conducting enterprise assessments to identify business growth opportunities and constraints.
- Building the capacity of on-farm and non-farm enterprises in business management, diversification, and profitability improvement.
- Strengthening entrepreneurship skills among women, youth, and vulnerable groups.
- Promoting value addition, agribusiness development, and income-generating activities.
- Coaching and mentoring emerging enterprises, producer organizations, and small businesses.

Mission 3: Strengthen Financial Inclusion and Financial Management. You will be responsible for:

- Improving financial literacy among project participants.
- Strengthening record keeping and financial management systems within Savings Unions and enterprises.
- Promoting responsible savings, borrowing, investment, and financial planning practices.
- Facilitating linkages between community groups and formal financial institutions.
- Supporting partnerships with banks, microfinance institutions, and mobile money providers.
- Promoting access to appropriate financial products and digital financial services.

Mission 4: Support Market Systems Development and Commercial Linkages. You will be responsible for:

- Conducting market assessments and value chain analyses.
- Strengthening relationships between producers, traders, processors, buyers, and financial institutions.
- Facilitating business-to-business networking opportunities and partnerships.
- Supporting collective marketing and aggregation initiatives.
- Promoting market-oriented production and enterprise development.
- Facilitating access to market information and business opportunities for project participants

Mission 5: Support Women's Literacy, Numeracy and Economic Empowerment. You will be responsible for:

- Facilitating literacy and numeracy training for women and adolescent girls using Government of Liberia-approved approaches.
- Promoting women's leadership and participation in community groups and decision-making structures.
- Strengthening confidence, communication, and problem-solving skills among women participants.
- Supporting the integration of literacy and numeracy into livelihoods and financial inclusion activities.
- Monitoring learning outcomes and application of acquired skills

Mission 6: Contribute to Learning, Knowledge Management and Reporting. You will be responsible for:

- Documenting best practices, lessons learned, success stories, and innovative approaches.
- Developing case studies and knowledge products on Savings Union and enterprise development.
- Maintaining records of business performance, financial inclusion outcomes, and partnerships.
- Contributing to donor, project, and technical reports.
- Disseminating successful business models and learning among stakeholders and project teams

Mission 7: Strengthen Stakeholder Engagement and Partnerships. You will be responsible for:

- Maintaining effective relationships with government agencies, cooperative authorities, financial institutions, and private sector actors.
- Facilitating strategic partnerships that support enterprise development and financial inclusion objectives.

- Representing Action Against Hunger in relevant technical forums and coordination platforms.
- Promoting alignment with national cooperative, enterprise, and financial inclusion priorities.

Mission 8: Promote Safeguarding, Gender Equality, Protection and Inclusion. You will be responsible for:

- Integrating safeguarding and child protection principles into all interventions.
- Ensuring compliance with Protection from Sexual Exploitation and Abuse (PSEA) standards.
- Promoting gender equality and social inclusion in Savings Unions, enterprises, and market interventions.
- Strengthening accountability through community feedback and response mechanisms.
- Supporting the participation of women, youth, persons with disabilities, and vulnerable groups in project activities.

IV. Qualifications & Experience

- Bachelor's degree in Business Administration, Economics, Agribusiness, Rural Development, Finance, Cooperative Management, Development Studies, Entrepreneurship, or a related field.
- Minimum of three (3) years of experience in livelihoods, enterprise development, financial inclusion, market systems development, or economic recovery programming.
- Demonstrated experience supporting Community Savings and Loan Associations (CSLAs) or Village Savings and Loan Associations (VSLAs).
- Experience facilitating linkages between community groups and formal financial institutions.
- Experience supporting cooperatives, producer organizations, or Savings Unions.
- Experience working with donor-funded programs and international NGOs.
- Experience working with vulnerable communities and rural livelihoods programs.
- Previous experience with Action Against Hunger will be an added advantage.
- Proven experience in enterprise development, entrepreneurship promotion, business planning, coaching, and MSME development.
  Knowledge and experience in market systems and value chain development approaches .

V. Required Competencies And Skills

- Strong knowledge of enterprise development, entrepreneurship promotion, and business coaching.
- Ability to develop and assess business plans and support enterprise growth initiatives.
- Understanding of financial inclusion programming, savings group methodologies, and cooperative development.
- Knowledge of value chain analysis, market systems development, and market linkage facilitation.
- Strong financial literacy and financial management skills.
- Excellent stakeholder engagement, networking, partnership-building, and facilitation skills.
- Strong analytical, organizational, and problem-solving skills.
- Proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint.
- Ability to prepare quality reports, case studies, and technical documentation.
- Good understanding of project cycle management tools and approaches.
- Excellent communication and interpersonal skills.
- Ability to work independently and effectively within multidisciplinary teams.
- Commitment to gender equality, safeguarding, protection, and social inclusion principles.
  Flexibility, adaptability, creativity, and willingness to work in challenging field environments.

VI. Remuneration package

Anticipated starting date: January 10, 2027
Contract length: 10 months renewable based on funding and performance

Location: St. Paul District, Montserrado and Margibi with frequent travels to other Action Against Hunger intervention areas
Basic Salary: $1,000-$1,100
Transportation allowance: $72
Education Allowance: $90
Medical Insurance: staff and four dependents inclusive of spouse

HOW TO APPLY:

Join us in our mission to fight hunger and improve lives in Iberia. Apply now to make a meaningful impact! Please send your CV and motivation letter to:
recruitment@lr-actionagainsthunger.org with the position title clearly stated in the email subject line eg. " **Business Development Service Officer**", along with (3) three work-related references from your most recent employers including previous/ current line managers and HR referent of the employer with professional email only no later than **30th November 2026, 5:00 PM.** Applications will be reviewed on a rolling basis and the position may be closed before the stated deadline.

Action Against Hunger is committed to diversity and inclusion within its workforce, and encourages all competent persons, irrespective of gender, religious and ethnic backgrounds, including persons living with disabilities, to apply and become part of the organization.

Action Against Hunger is committed to protecting all persons it comes into contact with through our work, including children and at-risk adults. Action Against Hunger has ZERO TOLERANCE towards all forms of harm and abuse.

Disclaimer: Please be aware that Action Against Hunger does not ask for any money during its recruitment processes. We strongly advice the public not to be carried away by individual(s) making such false claims.

Action Against Hunger is an equal-opportunity Employer. Qualified women are particularly encouraged to apply.