

Department:	Programme
Responsible to:	School Feeding Manager
Location:	Bopolu, Gbarma, Gbarpolu County, Liberia
Contract length:	Permanent

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

Job purpose

The School Feeding Officer will play a key role in the day-to-day running of the School Feeding Programme in ensuring that school-based activities are being carried out effectively and that surrounding communities are participating to acceptable standards. The officer will also play a link role between the school and the community on one hand and Mary's Meals Liberia on the other, including interfacing with community-based government extension workers.

This position will be vacant as of the 1st of October 2024, due to the planned expansion to Gbarpolu.

Key activities

- Developing and submitting weekly events through RESCO to the School Feeding Managers every Wednesday for the following week.
- Monitoring the delivery, daily consumption and proper storage of Mary's Meals food and other supplies provided for the school feeding programme.
- With support from the School Feeding Manager, develop a periodic ration scale and post it to all assigned schools.
- Submit monthly reports to School Feeding Manager, reflecting the key issues/challenges encountered during the month, what action was taken to address them, and what are the unresolved issues.
- With accuracy, collect weekly feeding days, conduct weekly stock checks, collect monthly Volunteer Register and submit to the School Feeding Manager through RESCO to Salesforce.
- Support schools and ensure the generation of accurate periodic programme data.

- Ensure to submit accurate programme data for all program indicators, e.g. enrolment, attendance, feeding rate and other relevant data. These should be submitted to the School Feeding Manager through RESCO to Salesforce.
- With support from the School Feeding Manager, provide training, capacity building, advice and encouragement to school principals, PTAs, school feeding patrons, school feeding committees, traditional leaders, community volunteers and the general community to promote effective support and sustainability of the feeding programme.
- With support from the School Feeding Manager, help schools in organizing community participation through meetings with PTAs and School Feeding Committees
- Support Construction Supervisor to mobilize school community to prepare the identified school kitchens for the construction of fuel-efficient stoves.
- Ensuring that Child Safeguarding and Vulnerable Adult Policy and any other living policies are communicated to and implemented in the schools and at each level of school feeding implementation.
- Supporting community members in establishing school gardens.
- Ensure that school communities have the necessary knowledge and skills to promote sanitation and hygiene at school. This shall be done by regularly engaging with community stakeholders, School administrators, and other community leaders on the awareness of having adequate latrine and hygiene facilities at school. Such as (hand wash bucket at school entrance, kitchen, and latrines)
- Conduct weekly Stock Checks and ensure appropriate use of food and non-food items which are being supplied by MML.
- Facilitating the delivery of school feeding programme supplies and equipment to the schools in a timely and organized manner.
- Identifying and dealing with school feeding emerging issues and reporting the same to School Feeding Managers for redress
- Participating in research aimed at assessing the impact of the school feeding programme.
- Supporting the School Feeding Manager in tracking and documenting lessons learnt.
- Supporting the Communications Office with identification of case studies and change stories that are a result of the school feeding programme.
- Attending weekly and monthly team meetings and following through on developed work plans
- Facilitating, conducting, and attending monthly community meetings and supporting community to develop meeting calendar/schedules.
- Linking with other sections in Mary's Meals Liberia Programme to ensure smooth flow of all types of information for effective implementation of the school feeding programme.
- Ensuring that organizational assets and equipment are well taken care of. These include but are not limited to the following: Motorbike, RESCO Gadget, CUG Phone, Power Bank, Gasoline/ fuel exception reporting etc.
- Carrying out field activities and other tasks as assigned by supervisor /management from time to time.

Employee Specification:

Education:

- Tertiary certification in Development Studies, Social work, Education, Public Health or any related subject/field.

Experience:

- At least 12 months' experience in education, health, agriculture or other community related work.
- At least a diploma in the above-mentioned fields.
- Experience working in an INGO environment

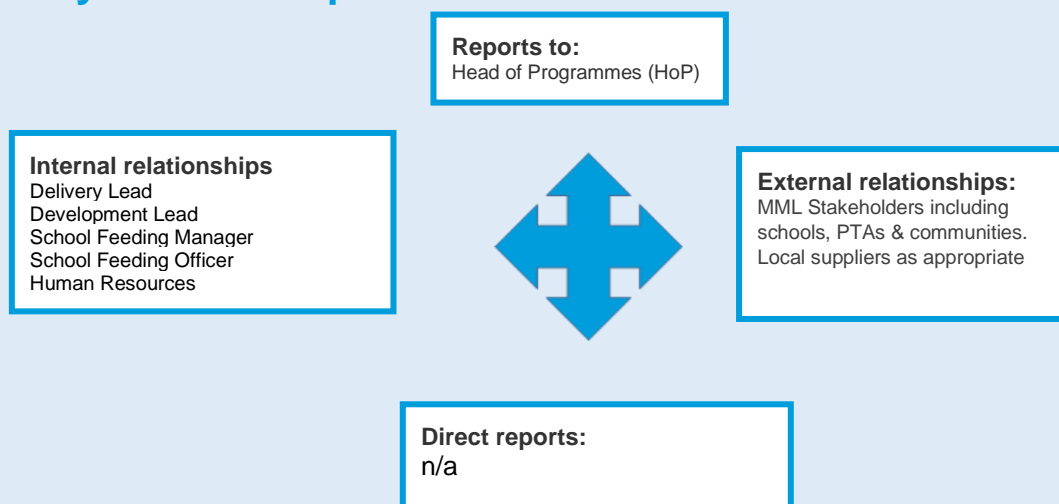
Skills and Knowledge:

- Ability to ride a motorcycle and licensed to ride in Liberia.
- Should have basic computer skills like the use of Microsoft word and excel.
- Should have well-developed community mobilization and capacity development skills
- Should have ability to facilitate and moderate group training sessions.
- Should have good communication skills in both written and oral forms.
- Should have basic report writing skills and significant change story documentation.
- Should have good teamwork and networking skills

All employees are expected to undertake the following general duties:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving department strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all Mary's Meals policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in the Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

Key relationships



Qualifications, skills and experience	Essential	Desirable
Strong commitment to Mary's Meals vision, mission and values	✓	
Degree qualification, with a relevant post qualification experience	✓	
Proven experience of strong leadership of a function, and in coaching and developing high performing teams and individuals	✓	
Strategic thinker, with experience of developing and delivering strategy in a complex environment	✓	
Proven ability to identify and drive to a goal, and focused on delivering objectives while consistently demonstrating our values	✓	
Strong communication and interpersonal skills, with ability to establish effective working relationships at all levels	✓	
Experience of monitoring, evaluating, learning and reporting against agreed strategy and plans	✓	
Strong analytical skills and effective financial management experience	✓	
Strong cultural sensitivity, with an ability to work well with a wide range of people in many different contexts	✓	
Experience of international development, knowledge of the place of school feeding, and working in international environments and teams		✓
Strong experience of liaising with community groups and governments		✓
Experience working in emergencies		✓
A postgraduate degree in a relevant subject		✓

How to apply for this role

To apply, please send your CV (maximum 3 pages) with details of three professional references (emails and cell numbers), a cover letter explaining why you are interested in the role and a **valid up-to-date Police Clearance** of good conduct (**Liberian nationals**) to Jobs.Liberia@marysmeals.org

Closing date: 11th October 2024, at 5pm. Only shortlisted candidates will be communicated to for interview.

Your covering letter should make a compelling case for why you feel motivated to work for Mary's Meals Liberia in this role, as well as giving a concise overview of your most relevant skills and experience and should fill no more than two pages of A4.

While Mary's Meals Liberia will endeavour to contact all candidates within a reasonable time, this may not always be possible due to limited resources. Therefore, if you have not heard from us within two weeks of the closing date, you can assume that your application has, on this occasion, been unsuccessful. Mary's Meals Liberia is an equal opportunities employer.

All applicants will be judged strictly based on merit.

Please note: A second interview stage may be required.

Mary's Meals is a child friendly organisation committed to the protection of children.

Mary's Meals is an equal opportunities employer, all who meet the criteria are encouraged to apply.