

JOB ADVERT

Nimba Field Manager

Created in 1979 and now operating in over 50 countries around the world, Action Against Hunger (ACF) 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.

I. Summary of position

In January 2024, Action Against Hunger launched a new project aiming at improving health outcomes of Liberians by strengthening the health system in three counties: Montserrado, Margibi and Nimba. We are seeking highly motivated and experienced professionals to join our team as **Nimba Field Manager for our Ganta field office**. The successful candidate will be responsible for the overall management of Action Against Hunger activities in the county. She/he will support the program teams while also working closely with support departments at coordination level to ensure procedures are respected and followed by the field teams.

II. Key job responsibilities

Mission 1: Oversee the implementation of Action Against Hunger's strategy and projects in Nimba County

- Contribute to the regular analysis of the county context (analysis of socioeconomic, humanitarian and security issues) and lead needs assessment in the county in coordination with technical heads of department
- Provide regular briefings to the Program Coordinator and Country Director on the situation in Nimba County
- Contribute to the review of the Action Against Hunger Country Strategy for his/her area of responsibility
- Oversee the implementation of project activities in coordination with implementing partners and key stakeholders
- Contribute to and implement monthly, quarterly and annual action plans to ensure timely implementation of project activities
- Regularly monitor and supervise activities in health facilities and communities and ensure beneficiary accountability at all stages of the project cycle
- In collaboration with the MEAL department and Program Managers, contribute to the roll-out of the project's MEAL plan
- Contribute to the implementation of Action Against Hunger accountability policy by ensuring project participants' feedback is adequately taken into account at all stages of the project cycle
- Contribute to timely and quality donor reports following donor guidelines in close collaboration with the Program Managers
- Propose adaptations or mitigating measures for addressing challenges faced during the implementation
- Participate in monthly and strategic internal coordination meetings

Mission 2: Manage Action Against Hunger resources in Nimba in line with the organisation's procedures and policies

- Manage financial resources in line with approved budgets and with donors' guidelines
- Ensure proper allocation of expenditures and ensure regular budget's follow-up
- Analyze variations, anticipate evolution and propose budget adjustments if needed

- Responsible for the field office's cash management
- Ensure timely local procurement of services and supplies in line with ACF tools and processes.
- Plan the weekly movement of vehicle/motorbikes to ensure the most efficient use of transportation resources
- Manage project assets, supplies and equipment in line with ACF tools and processes
- Ensure that ACF policies, procedures and donor regulations applicable to field activities are executed in close collaboration with the field team
- Contribute to the update and roll-out of local security procedures in Nimba and ensure they are well understood and applied by all staff members
- Ensure good coordination between Program and Support teams in the field office as well as smooth communication between Nimba and Monrovia teams

Mission 3: Manage the Action Against Hunger team in Nimba

- Lead the weekly base coordination meetings and promote departmental coordination
- In close collaboration with the HR department and Heads of Department, contribute to the recruitment and onboarding of Nimba-based staff
- Organize and monitor of Nimba-based staff members through individual action plans
- Carry out yearly assessment of the skills and performance of Nimba-based team members
- Identify training needs and contribute to building the capacities of team members
- Follow up the adherence of HR policies in the base and propose corrective actions
- Brief all staff on security and context changes as needed in coordination with the Country Director and/or Security Focal Point
- Ensure all team members understand and abide by ACF's Code of Conduct, policies and standard operating procedures

Mission 4: Represent ACF and develop local partnerships in Nimba County

- Develop and maintain productive relationship with local authorities
- Actively participate in county/local coordination mechanisms
- Contribute to the identification of potential partners
- Ensure effective communication and participative approach of work within the partners and stakeholders involved in the program implementation
- In close collaboration with Coordinators and Heads of Department, coordinate and follow up on the roll-out of partner capacity-building plans with relevant departments
- Promote the program achievements, disseminate lessons learnt and share Action Against Hunger approaches with external stakeholders

III Supervisory Responsibilities

- Project Supervisor and Support Service Officer

IV. Qualifications & Experience

- Degree in Public Administration, Public Health, Sociology, Management
- Minimum of 5 years of previous experience working with NGOs covering multi-sectorial programming
- Proven team management and coordination skills (minimum of 3 years managing a team and/or field office)
- Significant budget management skills
- Experience working with partners
- Proven ability to translate learning, analysis and evaluation into operational planning and strategy

V. Required Competencies And Skills

- Excellent written and spoken English
- Ability to work in a multi-cultural, multi-ethnic environment with respect for diversity, including ability to motivate, train and organize a multi-cultural team



- Ability to work independently and under pressure in a rapidly changing professional environment
- Diplomacy and good interpersonal skills, with the ability to remain calm under pressure and not lose sight of strategic priorities
- Strong team spirit and capacity to coordinate team work
- Strong organizational and planning skills

VI. Remuneration package

Anticipated starting date: May 1, 2024

Contract length: 12 months renewable based on performance

Location: Ganta, Nimba with frequent travels to Action Against Hunger intervention areas

Basic Salary: \$1,957

Transportation allowance: \$72

Education Allowance: \$90

Medical Insurance: staff and four dependents inclusive of spouse

HOW TO APPLY:

If you are passionate about driving success, inspiring teams and making a difference by taking a lead and making real impact, we will be happy to hear from you and we encourage you to apply for this exciting opportunity. Please submit your CV, a cover letter highlighting your relevant experience, your vision for the role, academic credentials as well as the names of three **(3) professional work related referees** by email with the position title : **Nimba Field Manager** clearly stated in the email subject line to: recruitment@lr-actionagainsthunger.org no later than **Friday 5:00pm, April 5, 2024**.

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 protect 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.

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