

## JOB VACANCY

The NGO Coalition of Liberia is a non-governmental, not-for-profit organization created in Liberia in 2001 in response to increasing forestry and other natural resource development challenges in Liberia. The coalition is a conglomeration of many civil society organizations within the natural resource management sector and has over 20 members. Over the past years, the NGO coalition of Liberia has established itself as an important platform for forest and land governance development in Liberia. Its mission is to empower the disadvantaged communities within the forestry sector while increasing economic opportunity, and sustaining natural resources.

**The NGO Coalition of Liberia now invites qualified individuals to apply for the below post:**

Position	County	Number of post
National facilitator	Montserrado	One(1)

### Summary of Position

**Opening date: June 25, 2024**

**Closing date: July 12, 2024**

**Base station:** Monrovia with extensive travel to rural counties

**Duration:** 12 months (renewable base on good performance, and funding availability)

**Reporting to:** Management Team

**Job type:** Full time

**Start date:** Immediate (July, 2024)

### Job objectives

To contribute and support all aspects of program develop, implementation and sustainability of the NGO coalition of Liberia by writing persuasive proposals and ensuring the successful implementation of all projects within the NGO coalition.

### Major Responsibilities

1. Work with the Management Team to oversee NGO Coalition's environmental forest, biodiversity, climate change programs, etc.
2. Work with the Management Team to Identify and establish links between natural resource management and sustainable livelihood;
3. Collaborate with government, partners, and donors to enhance sustainable natural resources management;
4. Work with the Management Team to design and lead research for pending and active projects
5. Work with the Management Team to manage external consultants and partners;
6. Organize and assist with meetings, workshops, presentations and other events;
7. Effectively communicate with relevant government agencies, organizations, and staff;

8. Actively involvement in writing persuasive proposals and robust fundraising;
9. Prepare all reports as per project documents and ensure timely submission;
10. Enhanced organizational and operational capacities of all NGO coalition member organizations to monitor forest governance and forest land-use changes, including changes in livelihoods and social and environmental safeguards;
11. Work with the Management Team to Improve NGO coalition members' capacity in effective advocacy for transparent forest governance; and engagement in FLEGT-VPA processes and other forest-related activities.
12. Improved national and cross-border networking and information exchange among NGO coalition members; information and lessons exchanged with international partners and the donor communities;
13. Perform any other tasks as would be assigned by the Management Team and the General Assembly

### **Qualification**

**Education:** Must hold at least a Bachelor of Science degree in environment management, forestry, development, program management, economics, rural development, social science, or related disciplines. A master's degree in any of the above mentioned fields will be an added advantage.

**Experience:** Minimum 5 years of national experience in similar managerial position, open, creative, experienced, mature, responsible, flexible, experience in project management, research, communication and computer applications. Must have computer knowledge in word, excel and power point.

### **Skills:**

- Strong skills with deep understanding of Liberia's CSO landscape
- Excellent leadership and team management abilities
- Strong organizational and time management skills
- Strong communication skills
- Proficiency in project proposal development and management
- Ability to work under pressure and in fast-paced environment

### **Personal Attributes:**

- **Creativity:** Innovative and creativity in designing and implementation project activities
- **Passion:** Enthusiasm and commitment to providing high quality results
- **Attention to details:** Meticulous attention to details in your work
- **Team Player:** Ability to work collectively with diverse staff and partners in achieving goals
- **Adaptability:** Ability to adapt to changing demands and environments

### **How to apply**

Interested applicants should submit the following:

- A curriculum Vitae
- A one page motivational letter
- Two letters of recommendation from current and last place of work
- Salary expectation
- Copies of relevant earned degrees and certificates

Please address your application to Mrs. Jamesetta Cheazar, the secretary of the NGO Coalition, via email to the below email addresses: [cheazarjamesetta@gmail.com](mailto:cheazarjamesetta@gmail.com), and Cc [mbkollie78@gmail.com](mailto:mbkollie78@gmail.com)

.....

**The NGO coalition is an equal opportunity organization that does not discriminate in its employment, therefore FEMALE CANDIDATES and the PHYSICALLY CHALLENGE are STRONGLY encouraged to apply. Please note that only shortlisted candidates will be contacted.**