



WE-CARE FOUNDATION, INC.

(WE-CARE Library)
16th Streets, Sinkor (Landside)
Monrovia, Liberia

Cell: +231-777024251/777511175/880512730 www.we-carefoundation.org E-mail: wcarelib@yahoo.com

Vacancy Announcement

The WE-CARE Foundation (WE-CARE), a local education NGO in partnership with Chemonics is implementing the Liberia Foundational Skills Activities (LFSA) project in collaboration with the Ministry of Education. The project is producing core Teaching and Learning Materials (TLMs); it is seeking suitable candidate for the position of Publication Specialist to be based in Monrovia.

- The publication specialist will be responsible for all publishing operations including having oversight and managing the development of TLMs from manuscripts to the final publication
- It includes gathering of existing TLMs, working with authors, editors, book designers, illustrators and other experts to develop new TLMs that meet required standards
- Plan for procurement and distribution of TLMs with relevant partners
- Develop monthly social media content to attract targeted audience on the use and usefulness of the TLMs to be posted on various media outlets
- Develop tools for assessing capacity of local publishers, and lead capacity building activities for local publishers through trainings and other mechanisms to improve publishing in Liberia

Key requirement for the position

- Excellent communication, organization and time management skills
- Use multi-media approaches to create dynamic slideshows, and perform layout and paste-up
- Must have technical skills in graphic designing, InDesign, desktop publishing, Adobe Creative Suite, MS Excel
- Proficient in creating and editing technical manuals, user guides, and training materials including working with authors, editors/proofreaders, book designers, illustrators and others involved in the TLMs production process
- Must have skills in digital publishing and be able to access and use opensource materials and data
- Must be able to handle press releases, media communications, and report writing
- Training experience in publishing and working with other publishers would be a plus

MINIMUM REQUIREMENT FOR THE POSITION

A minimum or Bachelor's degree in Publishing, Communication, English, or Journalism and at least three to five years working experience as a publisher or working in related field.

Position – Full Time

Duty Station – Monrovia

Start Date - November 1, 2024

APPLICATION will be accepted from September 23 – October 11, 2024 before 5:00 P.M.

SEND YOUR APPLICATION TO wcarelib@yahoo.com / yvonnecapehart@yahoo.com / 2esalvage@gmail.com / charlesyankoi@yahoo.com / deliver to WE-CARE Head Office 16th Street, Sinkor (Landside)