



# YOUTH MOVEMENT FOR COLLECTIVE ACTION

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**Position:** Finance/Administrative Officer

**Duty Station:** Monrovia (with periodic travel as required)

**Direct Reports:** Finance Assistant, Logistics Assistant & Driver

**Direct Supervisor:** Head of Programs

**Duration:** One (1) Year

## **Background**

Founded in 2011, Youth Movement for Collective Action is a registered non-governmental, non-political and non-for-profit organization, which strongly believed that a good education is the key to breaking the cycle of poverty and can create a better future for children and their families. UMOVEMENT programs compliment the effort of the Ministry of Education and the Sustainable Development Goals (SDGs) – 4: Ensuring inclusive and equitable quality education and promote lifelong learning opportunities for all and 5: Achieve gender equality and empower all women and girls with equal access to education, health care, decent work, and representation in political and economic decision-making processes which fuel sustainable economies and benefit societies and humanity at large. The Core Programs of Youth Movement for Collective Action are Education, Health Promotion and Disease Prevention and Livelihoods.

**Meanwhile,** Youth Movement for Collective Action invites qualified individuals for the position highlighted above. Applicants are requested to submit an application letter along with their CVs and attached copies of the following documents: Proof of Liberian nationality, Voter Registration ID/Birth Certificate, Secondary Certificates/University degree to the below email address. Incomplete application details will not be processed. **Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.**

## **POSITION DESCRIPTION:**

This position will support the delivery of Youth Movement for Collective Action mission and priorities by managing grant supported (international and local grants) programs. The Finance Officer must assume overall responsibility for comprehensive Donor/Project files, ensuring that all paperwork related to proposals, budgets, contracts, financial and operational correspondence and reports is present and correct.

S/he shall ensure that all office communications are received delivered and transmitted promptly, these including the routing of information to appropriate program department and regions, etc. The Finance/Administrative Officer is a senior position and s/he will be a member of the Senior Management Team.

## **DUTIES:**

### **Responsibility 1: Recruitment and Selection**

- To co-ordinate and support all aspects of the recruitment and selection process of staff and Volunteers.
- Specific responsibilities include job description development, recruitment planning, advertising and short-listing, selection interviews and tests, regularly updating the recruitment chart, job offers, salary calculations and issuing contracts in liaison with the Head of Programs.
- To keep updated with relevant new recruitment sources and propose improvements to processes and selection tools to ensure that the recruitment process meets current and future programme needs.
- Assist the Senior Management Team in assessing staffing requirements i.e. development of team structures/organograms and the most cost effective way in which to achieve them.
- To coach and train all staff involved in recruitment on best practice and equal opportunities.
- To prepare and review comprehensive and context specific induction training/package for Volunteer and employees (standard and location/position specific briefing pack and schedule).
- Fully responsible to ensure that recruitment and selection processes contain appropriate checks and balances to ensure that nepotism and cronyism are excluded from the organization's recruitment and selection processes.

### **Responsibility 2: Human Resources Policy and advice**

- Take the lead in designing and improving HR policies for UMOVEMENT and ensuring proper implementation and compliance at all levels in close coordination with the Head of Programs.
- Advise and coach UMOVEMENT staff on HR policies and best people management practices including appraisal, staff development, discipline and absence in accordance with UMOVEMENT policies and legal requirements
- Advise all staff on HR issues and on Labour Law when necessary, liaising with UMOVEMENT lawyer when appropriate.
- Represent the HR Department and offer advice on disciplinary, grievance and separation issues as and when required.
- Ensure that UMOVEMENT HR policies, practices and processes are reviewed and updated regularly ensuring that they are fit for purpose and consistent with external good practice and legal requirements.

- In coordination with the Head of Programs, lead on specific HR projects, e.g. salary and benefits reviews, policy and procedure reviews, climate surveys and training & development needs analysis
- Facilitate and ensure exit interviews are conducted, collate and disseminate lessons learnt in close collaboration with the Head of Programs.
- Manage Volunteers and employee's welfare policies including health insurance, group life insurance, personal and accident cover.
- Contribute to the design and delivery of HR training sessions for Volunteers and employees on relevant policies and procedures
- Ensure smooth and timely dissemination of information and response to queries related to HR and Administration.
- Liaise with other HR professionals in the INGO sector and keep management and staff updated on changes in HR law and practices.

### **Responsibility 3: Performance Management and Learning and Development**

- Ensure that performance objectives for all incoming staff members are set within the first month of joining the organization
- Ensure that staff Probation, Mid Term and Annual performance reviews are done by the end of the probation period, 31st of July and 31st of January respectively in all the field sites and update the database for this accordingly
- In liaison with the Head of Programs, be actively involved in raising awareness and developing staff members (including senior managers) in performance management processes and procedures
- Review the Learning and Development needs in the appraisal forms, in liaison with the HR Unit and liaise with the Head of Programs on way forward to address these
- In line with individual objectives and programmatic needs, provide and/or support learning opportunities (whether formal or informal) within programme budget constraints
- Work with Senior Management Team to develop and deliver the annual Programme Learning and Development Plan.

### **Responsibility 4: Team management**

- Develop and implement capacity building initiatives for the Human resources department through supervision, training and coaching
- Plan and supervise the activities of the HR/Admin department to ensure the provision of an efficient and effective service, and providing support when necessary
- Plan annual leave and validate time sheets for the HR and Administration staff

### **Responsibility 5: Administration**

- Ensure accurate filing of administrative documents concerning both Volunteers and staff, including soft copies on the computer and hard copies in cabinets, ensuring their security and maintenance of confidentiality
- To produce reports on HR information as requested by the Senior Management Team or Head of Programs
- Ensure there is a staff absence and leave tracking system, which allows HR to effectively manage leave Volunteers and national staff
- To provide information required for payroll input and check the monthly payroll information prepared by the HR team
- In close collaboration with the Head of Programs, manage the HR department budget and ensure expenditures are within budget and in compliance with established financial procedures and standards
- In corroboration with Logistics department, source for suitable hotel accommodation for UMOVEMENT staff and visitors, taking into account value for money and safety considerations, and negotiate long term contracts with service providers as necessary.
- Maintain and update a contract register with all rental/lease/retention contracts and other MoUs
- Be the focal point for legal advice on administrative issues including lease agreements, vehicle insurance, service contracts etc.
- Perform other responsibilities as required.

#### **Competencies:**

**Professionalism:** Knowledge of administrative, financial and human resource policies and procedures. Ability to apply various UMOVEMENT administrative rules and regulations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remain calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; listen to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions



may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocate appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning monitors and adjusts plans and actions as necessary; use time efficiently.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribe time, cost and equality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversights and take responsibility for delegated assignments, takes personal responsibility for his/her own shortcomings and those of the work unit' where applicable.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet partners needs, promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things, is not bound by current thinking or traditional approaches.

**Client Orientation:** Considers all those to whom services are provided to be "client" and seeks to see things from clients' point of view; establishes and maintains productive partnership with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupational/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

**Qualification:**

**Education:** University Degree in Accounting, Public Administration, Management or related fields.

**Experience:** A minimum of three (3) years of progressively responsible experience in Financial and Administrative procedures, Management, etc.

**Language:** Fluent in English (both oral and written) is required.

Preference will be given to equally qualified women candidates.  
Completed detailed applications documentation as specified above referring to  
**Vacancy # 001 Finance/Administrative Officer** should be forwarded to the attention of:  
**liberiaymca@gmail.com**

Note: Deadline for submission of application: March 23, 2018