

## **Internship Opportunity – Monitoring and Evaluation (2 positions)**

Fauna & Flora International (FFI) Liberia is advertising two internship position for its projects **‘Strengthening Multi-Stakeholder Management of the Tai-Grebo-Krahn-Sapo Transboundary Forest Landscape between Liberia and Côte d’Ivoire’** and **‘Conserving and Connecting the Ziama-Wonegizi-Wologizi Transboundary Forest Landscape between Guinea and Liberia’**. These internships are for an initial 6-month and may be extended depending on performance, need and funding availability.

The main aim of these projects funded by the United States Agency for International Development (USAID) West African Biodiversity and Climate Change (WABiCC) Programme, is:

- I. To contribute to and help promote innovative Multi stakeholder Management of the Tai-Grebo-Krahn-Sapo Transboundary Forest Landscape between Liberia and Côte d’Ivoire in order to strengthen forest and biodiversity conservation and management, enhance forest governance, explore sustainable funding through market-based mechanisms such as REDD+, and support community livelihoods.
- II. To promote innovative collaborative management of the Ziama-Wonegizi-Wologizi Transboundary Forest Landscape between Liberia and Guinea that strengthens forest conservation, protects biodiversity, ensures connectivity between sites, enhances forest governance, and improves the livelihoods of the people in the landscape.

These internships will provide an opportunity to Liberian early career professionals and new graduates to work within an international NGO environment, gaining on-the-job experience and supporting their professional development through exposure to, and engagement in various stages of project planning, development and implementation. The intern will work closely with both the FFI administrative and technical teams providing a unique opportunity to work with and be a part of a group of highly motivated and trained professionals.

This position will be based in Monrovia, with regular travel to field sites to support M&E activities and other administrative tasks, required for the implementation of the USAID-WABiCC grant. See below for internship responsibilities.

**Position:** Monitoring & Evaluation Intern (2 persons)

**Reporting to:** Project Manager, Sapo Landscape & Project Manager, ZWW

**Overview:** Working along with the Project Manager and other members of the administrative and technical teams, the intern will carry out administrative duties like organising workshops, taking minutes at meetings, compiling and filing documents and updating an electronic filing system. This project involves working with various partners nationally, providing valuable networking opportunities for the intern.

### **Key responsibilities**

- Participate in training for conservation communication, project design, planning and implementation, report writing, presentation skills and skills like data entry and basic data analysis.
- Support the project team in data processing by compiling and filing the field related activities documents.
- Support the project team in data input by updating and filing of electronic documents as soon as the activities are completed.
- Support other FFI team in administrative duties when required.
- Support in coordinating conservation education and awareness activities for schools and communities in project landscape.

- Support the design of conservation education and promotional materials for awareness activities.
- Submit a monthly report of the activities carried to the Project Manager, Sapo Landscape/Project Manager, ZWW
- Cooperate and coordinate work with other team FFI teams in Monrovia and all project sites.
- Carry out any other responsibilities to support project delivery as and when required.

#### Person specification

- i) The candidate must be a Liberian and willing to commit to the project full time for a minimum period of 6 months.
- ii) Any relevant degree/diploma and/or experience in an administrative role, including project monitoring.
- iii) Should have **no more than 2 years** of paid work experience
- iv) Must have a good knowledge of administrative responsibilities and duties.
- v) Must have good organisational skills
- vi) Working knowledge of using Microsoft Office like Excel, Word, and PowerPoint.
- vii) Willingness to work extra hours as and when required.
- viii) Must have good communication and interpersonal skills.
- ix) Willingness to learn new skills/techniques
- x) Must be a good team player.
- xi) Willingness to work in a multi-cultural environment

#### Terms and condition

Contribution to living expenses: \$350 per month

Insurance: Full medical and life insurance will be provided

Duration: Minimum six (6) months with possibility of extension

Start date: As soon as possible

## APPLICATION PROCESS

Applications, consisting of a cover letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to [mary.weah@fauna-flora.org](mailto:mary.weah@fauna-flora.org) and/or sent or delivered in person to FFI Office, House No. 2 Johnson's Compound, Tubman Boulevard, Oldest Congo Town, Monrovia.

Please put in the subject of your email or mark your application with the title '**Internship: Monitoring & Evaluation, FFI Liberia**'. The closing date for applications is **14<sup>th</sup> December 2018**.

Regrettably, due to limited resources we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.