

VACANCY ANNOUNCEMENT



Concern Worldwide is a non-governmental organization, devoted to helping people living in extreme poverty achieve major improvements in their lives, which lasts and spread without ongoing support. Concern is currently recruiting the below post:

Job Title: Programme Manager (x1)

Location: Grand Bassa/Rivercess

Reporting To: Multisector Programme Coordinator (MSPC)

Responsible For: Project Supervisors

Job Purpose: This is a field office based position that requires working very closely with the local communities, community structures, government authorities, and the private sector, with frequent to field sites. Overall, the staff will be responsible for effective and efficient day to day implementation and monitoring of the 5year (2018/2022) EU funded Welthungerhilfe (WHH) led consortium nutrition sensitive agriculture programme, targeting smallholder farmers in seven¹ counties in Liberia. The aim of the programme is to *improve the productivity and sustainability of nutrition sensitive agriculture at the level of smallholder farmer*. Specifically, s/he will directly supervise projects supervisors, and develop activity plans, budgets and monitoring schedules, as well enforce compliance with organizational and donor requirements.

Responsibilities: Participate in the development of new proposals and concept notes, ensuring that the logic and proposed activities meet the identified community needs and in line with Concern Liberia Country Strategy. Conduct technical assessments and document and share lessons learnt. Ensure effective and efficient integration of the multisector EULAP nutrition sensitive programme, and building synergy with ANSARM and other Concern's programmes to achieve maximum impact. Contribute to developing sector strategies in line with the Concern Liberia Country Strategic Plan and informed by the prevailing context and GoL policy frameworks. Prepare and implement programme activity plans that correspond to the approved donor proposals and budgets and update these on a timely basis. Prepare and share weekly and monthly cash projections. Prepare and share annual procurement plans with Logistics colleagues, and update these on a timely basis. Prepare and share monthly, quarterly and annual activities plans and reports for compliance with Concern & donor requirements. Support the MSPC in preparing regular narrative reports on programme activities for internal management purposes and for donors, Dublin etc. Support the MSPC in preparing complete, accurate and realistic budgets for donor proposals and as part of Concern's internal budget procedures, ensuring that all direct and indirect costs are fully and accurately budgeted. Support the MSPC in preparing monthly reports on expenditures against budgets, and in explaining any observed variances. Integrate and mainstream cross-cutting themes; Equality and especially gender, HIV and AIDS, climate change, and environmental protection in program planning, implementation and evaluation. Participate in the regular programme and budget reviews. Contribute to adapting and/or developing M&E indicators, and ensure that programme data bases are regularly updated with the M&E team. Ensure all aspects of the programme activities adhere to programme quality standards and policies, CHS commitments in a coherent and integrated

¹ Rivercess, Sinoe, Grand Kru, Bomi, Margibi, Grand Cape Mount, and Grand Bassa Counties

manner. Ensure that the multi-sector programme activities are accurately reflected in the integrated M&E system, identifying activities to be monitored and data to be collected. Participate in surveys, contextual analysis & research activities to inform programming. Provide needs-based training for Concern staff and implementing partners, which will enable the teams to work effectively and efficiently. Ensure that a sound understanding of results based management (RBM), participatory monitoring, and accountability filters down to front line staff and partners. Manage projects supervisor positions, contributing to their capacity building and career development through technical support and on-the-job training and coaching, including a thorough induction at the start of their contract.

Experience & Qualification: To be able to execute these roles and responsibilities effectively and efficiently, the position requires a Bachelor's degree in Agriculture, Social Sciences, Programme Management or other relevant qualifications acquired from recognized universities. S/he must have a minimum of 4 years practical experience working with an international NGO in projects management positions, experience above 2 years is desired. Applicant must be Familiar with project management cycle. H/She must show proven ability to manage budgets and compile donor reports. S/he must possess Practical Experience in Monitoring and Evaluation. Demonstrated Experience in managing dynamic teams in multicultural settings. S/he must have demonstrated ability to analyse root causes of extreme poverty and underlying causes of chronic malnutrition. S/he must possess strong interpersonal, motivational, communication and coordination skills. Intrinsically motivated to deliver results, work under pressure, and adhere to strict deadlines with very minimal supervision. Be an excellent team player, with experience in building winning teams in multiculturalist and hard to work-in settings. Excellent oral and written English language skills as demonstrated in ability to write good quality reports, emails and other communication channels as required by donors. S/he must be able to utilise IT software packages including MS Word, Excel and PowerPoint. S/he must possess excellent coaching, facilitation and capacity-building skills. S/he must have empathy with Concern's goals and a commitment to capacity building, accountability, participation and gender equality. S/he must have good sense of humour.

How to apply: Please submit a letter of application stating the position you are applying for and explaining why you are best suited for the position, along with a copy of your CV (**maximum 4 pages**) giving active day time contacts, names and addresses of three (3) work related referees with three professional e-mail addresses not later than **4:00 pm on Monday, 17th December 2018**, addressed to the HR Department, Concern Worldwide – Liberia, VP Road, Sinkor, Monrovia. Alternatively, you may send your application by email to liberia.hr@concern.net indicating in subject line the position applied for and CWNH-PR03-2018. Only shortlisted candidates will be contacted.

Concern Worldwide is an equal opportunity employer. We welcome applications from all sections of the society. While all applicants will be strictly assessed on their individual merit, qualified women are particularly encouraged to apply.