



Program Management Unit (PMU)

Ministry of Agriculture

P. O. BOX 10 – 9010
University of Liberia Campus, Fendell
Monsterrado, Liberia



Brief overview of IFAD-funded activities in Liberia

The International Fund for Agricultural Development (IFAD) is a long-time trusted partner of the Government of Liberia. Prior to the civil war, IFAD has invested US\$11.1 for two completed projects with a total cost of US\$23.8. After a 20-year suspension, IFAD restarted its engagement in Liberia. IFAD's country strategy, ongoing and future operations aim at addressing Liberia's challenges of low agricultural productivity, high post-harvest losses, substandard road access, widespread rural poverty, recurrent food insecurity and limited access to adapted financial services.

The Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2011-2015, which has now expired, was the first RB-COSOP for Liberia. It has been followed by a Country Strategy Note (2017-2019) with the following strategic objectives:

- **Strategic objective 1: Smallholder farmers' access to finance, inputs, skills and markets is improved.**
- **Strategic objective 2: Smallholders' organizational capacities and access to MoA extension services are improved.**

A new Country Strategic Opportunities Programme (RB-COSOP) will be developed during 2019. Currently, IFAD's portfolio in Liberia includes 2 ongoing projects:

The Rural Community Finance Project (RCFP). The project includes an IFAD loan of US\$ 5.5 million and a grant of US\$ 0.5 million and will improve access to rural financial services on a sustainable basis, enabling the development of the rural sector. It incorporates lessons-learned on financial inclusion from Sierra Leone, where the IFAD-financed RFCIP helped establish a large network of Rural Financial Institutions, including both Financial Services Associations and Community Banks. The project will start implementation in the first quarter of 2019.

The Tree Crops Extension Project (TCEP). TCEP includes an IFAD loan of US\$ 13 million and an Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$ 4.5 million. The project will work towards developing a viable and sustainable smallholder cocoa and coffee sub-sector in Liberia's main producing belt.

The TCEP will intervene in Nimba County, in at least 8 statutory districts. Its duration will be 6 years. The TCEP will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs). Additional financing of USD 23.8 provided as part of the TCEP-II has been approved by IFAD's Executive Board in December 2018 and awaits signing and ratification. The TCEP-II financing will be prioritized in Lofa county with the possibility to include areas in other counties with comparable socioeconomic and agronomic conditions.

Country Programme Approach

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects in Liberia through a dedicated Programme Implementation Unit (PIU). It is thought that a single Programme Management Unit with the required additional thematic expertise in the team depending on the projects within the programme would be cost effective, while facilitating cross learning and knowledge management and building synergies between projects.

The below vacancies are positioned within the PIU and will be working on the TCEP/TCEP-II project.

Post Title: Agronomist

**Reports to: Project Coordinator, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Nimba County

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Agronomist will:

- Support the work of the MOA in the area of tree crops.
- Support the seed garden / station program in the area of cocoa seed production and certification.
- Work with the Central Agriculture Research Institute (CARI) to assemble or collate information on all seed varieties tested and approved previously in Liberia and facilitate the testing of new seed varieties; multiplication, adaptation testing and observation nurseries in farmers' fields during the growing period;
- Train MOA staff and newly hired staff as needed;
- Participate in the development of manuals on agronomic practices of tree crops in Liberia.
- In collaboration with CARI, guide and supervise the introduction of new varieties and planting material for tree crop from regional research centers for adaptation to the local environment;
- Propose agronomic and environmental implementation guidelines for various MOA projects.
- Participate in technical discussions and activities pertaining to the design of MOA projects and programs and in the implementation of programs and projects in the field.
- Assist in carrying out other tasks as required by the Head of Technical Services Department.
- Provide technically support to the implementing partners extension workers and District Agriculture Officers (DAOs) in the Farmers Field School (FFS) activities;
- Liaise with the Tree Crop Officer and Farmer Field School Officer and with any other stakeholder such as seed companies, agro-dealers (distributors and sub distributors), equipment suppliers, cocoa/coffee buyers, and cocoa/coffee exporters to foster a value chain approach;
- Develop strategies and technical concepts including guidelines, and procedures, which are ready to be applied to the development of FFS curriculum, modules and training materials;
- Participate in identifying capacity needs for support and advice, elaborate on policy recommendations and develop a strategic approach to managing the assigned programme or project;
- Promote proper new and advanced agro-techniques identified by the project;
- Promote sustainability through farmers' participation and involvement in all agricultural activities;
- Work closely with the Farmer Field School Officer in identifying and training of trainers that will continuously provide local level learning among the farmers;
- Promotion and dissemination of sustainable agricultural practices through the Farmers Field School (FFS)
- Discussion with the community and farmers groups regarding extension of new methodology and introducing new varieties and techniques in the area;

- Contribute to activities related to post-harvest handling and improved storage and facilitating trainings on them through the FFS;
- Work closely with the project team and the M&E Unit to draft periodic project progress reports;
- Support the project team and M&E unit to develop the Annual Work Plan and Budget
- Be familiar with agricultural calendar in the regions
- Perform other related duties as may be requested by the Project Coordinator.

Competencies

Organizational competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Demonstrated Leadership:** Lead by example and initiate and supports change.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider corporate impact.
- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources.
- **Team Work:** Fosters a cohesive team environment; able to foster and build team spirit, focus and engagement at all levels.
- **Communicating and negotiating:** Acquires and uses a wide range of communication styles and skills.
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.

Technical/Functional competencies

- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts among mainstream media. Ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others.
- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and experience:

- Master degree in General Agriculture, Agronomy or closely related discipline.
- At least 5 years of relevant experience including at least 2 years managing nursery, especially related to tree crops.
- Knowledge in participatory approaches, gender mainstreaming and Farmers Field School approach will be appreciated.
- Proven record in the field of project implementation and productivity enhancement.
- Good writing skills and computer literacy are required.

Post Title: Knowledge Management and Communication Officer

**Reports to: Project Coordinator, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Monrovia

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Knowledge Management and Communication Officer will:

- Develop a knowledge management plan outlining what action (*to reflect, learn and share*) project staff and implementation partners will take to ensure they are able to generate, access and use knowledge and information.
- Lead the effort to capture and disseminate lessons generated from the projects' experience in delivering the programme of work, working collaboratively with colleagues from the technical team and other stakeholders.
- Lead the production and dissemination of demand-driven learning products capturing lessons at the thematic, portfolio and program levels, in coordination and collaboration with the overall Knowledge and Learning Strategy. This involves working closely with the technical team and other partners to identify knowledge and learning priorities and design and implement analytical work and activities which feeds into the wider Knowledge and Learning programme of work. This includes studies/reports, workshops, case studies, knowledge notes, and e-learning, and may involve directly leading projects, overseeing the work of consultants, and managing review and publication processes, as well as providing support and input to activities.
- Once a year, undertake an assessment to stock-take and document lessons learnt in all areas of projects.
- Ensure documentation of lessons learnt and good practices and share them across projects; and
- Identify "centers of excellence" across the project and for each area of work, promote decentralized knowledge centers.
- Support advocacy efforts through providing evidence of impact gathered through the M&E system, closely linked to knowledge management activities;
- Undertake other related activities as may be requested by the Project Coordinator.

Competencies

Organizational competencies

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- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and experience:

- BSc. degree in agricultural economics, rural development or other relevant field. University-level studies in a field related to statistics or a related field would be an advantage.
- A minimum of 5 years' experience working in communication and/or project management in areas such as agriculture, marketing, rural finance and policy matters.
- Solid understanding of use of modern information and communication technology (ICT) in development.
- Proficient in the use of databases and spreadsheets.
- Demonstrated skills in quantitative and qualitative analysis and data management.
- Proficient in the use of statistical and other software packages for both quantitative and qualitative analysis, experience in analyzing complex programmes or policies.
- Experience in facilitation, in particular of learning processes.
- Strong written and oral communication skills in English.

Post Title: Head Monitoring and Evaluation Officer

**Reports to: Project Coordinator, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Monrovia

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / Major functional activities include:

Specifically, the Monitoring and Evaluation Officer will:

- Develop and validate with the relevant stakeholders an integrated and efficient M&E System for the various projects under the country programme on the basis of their Logical Frameworks in line with IFAD's Results and Impact Management System (RIMS) and taking into account available Government monitoring frameworks and requirements of the Government of Liberia;
- Develop and validate with the relevant stakeholders an M&E System for measuring outputs, outcomes and impact for all the projects in the IFAD country programme;
- Assist the national PIU to establish an efficient M&E system that is in line with IFAD's Results and Impact Management System (RIMS) and requirements of Government of Liberia. The logical framework will form the basis for the overall system for measuring outputs, outcomes and impact;
- Prepare an M&E Plan, including projects monitoring formats;
- Organize and supervise focused baseline surveys at the beginning of projects to be undertaken by a contracted institution;
- In partnership with relevant stakeholders monitor implementation processes and performance, and assess outputs and outcomes;
- Foster participatory planning and M&E by training and involve stakeholder groups;
- Oversee design of a field-based system for projects monitoring that incorporate the logical framework approach;
- Prepare essential data to be included in quarterly, semi-annual and annual reports;
- Monitor financial and physical progress and report this to stakeholders to create a better learning environment;
- Undertake project and thematic evaluations based on the components;
- Integrate the M&E system into the overall programme coordination and organization function and with other information and knowledge systems;
- Oversee data collection, collation, data entry (MIS) and preliminary analysis of data report production, and dissemination of the information;
- Ensure capture of intended impact as well as successes and failures; prepare reports and guide staff in preparing their progress reports;
- Organize and oversee annual review and planning workshops and preparation of annual work-plans and budgets (AWPB);
- Support the Project Coordinator with the yearly organization of preliminary planning meetings with Senior Staff to (i) set project objectives (activities, inputs, outputs and outcomes); (ii) establish priorities (taking into accounts results achieved to date, time left for implementation, and recommendations from supervision and implementation support missions); (iii) assess the achievements of the previous AWPBs; (iv) schedule the preparation of the AWPBs; (v) coordinate with the National Steering Committee;

- Ensure that project indicators are properly integrated in AWPBs with clear targets;
- Inform and join supervision missions by screening and analyzing reports;
- Support advocacy efforts through providing evidence of impact gathered through the M&E system, closely linked to knowledge management activities;
- Other duties as requested by the Project Coordinator.

Competencies

Organizational competencies

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- Strong analytical skills.

Qualification and experience:

- BSc. degree in agricultural economics, statistics, rural development or other relevant field. University-level studies in a field related to statistics or a related field would be an advantage.
- A minimum of 5 years' experience working in M&E and/or project management in areas such as agriculture, marketing, rural finance and policy matters.
- Proven experience in designing and implementing successful web-based M&E systems.
- Solid understanding of use of modern information and communication technology (ICT) in development.
- Proficient in the use of databases and spreadsheets.
- Demonstrated skills in quantitative and qualitative analysis and data management.
- Proficient in the use of statistical and other software packages for both quantitative and qualitative analysis, experience in analyzing complex programmes or policies.
- Experience in facilitation, in particular of learning processes.
- Strong written and oral communication skills in English.

Post Title: Monitoring and Evaluation Officer

**Reports to: Project Coordinator, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Nimba County

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Monitoring and Evaluation Officer will:

- Establish and maintain the projects management information and monitoring and evaluation system.
- Establish a Geographical Information System (GIS) as a basis for the management information and monitoring and evaluation system.
- Define the requirements for information gathering, sources of verification and the means of collecting them.
- Define the needs/activities and prepare the annual budget of the M&E unit for purposes of the AWPB.
- Contribute to the preparation of the overall AWPB for each project based on proposals submitted by IFAD projects' technical staff.
- Ensure consistency of planning and planning documents (logical framework, AWPB).
- Undertake systematic analysis of data collected through the M&E system so as to establish the impact of the projects, in particular on the target groups.
- Generate Lessons, highlight key issues and bring them to the attention of PMU management.
- Define the need for specific studies including base line surveys, mid-term review, end line surveys and oversee design and execution.
- Conduct strategic planning and define/review direction and content of project activities to ensure compatibility with project approach and guidelines.
- Present findings and issue M&E reports regularly and according to need to the PMU management;
- Finalize and consolidate the progress reports based on the input provided by the project technical staff.
- Provide to IFAD annual reporting on RIMS (cf. PIM, M&E aspects).
- Undertake other activities as requested by the Project Coordinator of TCEP, Director of the PMU and the Minister of Agriculture.

Competencies

Organizational competencies

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- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and experience:

- University degree or diploma in statistics or relevant field is preferred.
- Knowledge in participatory approaches, and gender mainstreaming.
- Proven record in the field of project implementation integrating strengthening of public and farmers based institutions and Gender mainstreaming activities/strategy.
- Good writing skills and computer literacy will be an advantage.

Post Title: GIS Officer

**Reports to: Project Coordinator, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Nimba County

Start Date: 1 May, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the GIS Officer will:

- Ensure geographic, and geo-spatial data collection, management and mapping of the TCEP-IFAD tabular data, which will support activities related to TCEP-IFAD developmental projects as well as M&E information management;
- Have extensive experience of ESRI ArcGIS (preferable) and Arc Hydro;
- Ensure spatial interpolating of spatially continuous variable from point samples / measurements to estimate total rainfall on a particular area, map weather parameters, and estimate evapotranspiration for crops;
- Extract geographic data from High Resolution Satellite Imagery;
- Map all existing nurseries, demonstration plots, forest and farms using GIS;
- Establish a geo database for Liberia tree crops and creating a management tool;
- Plan for a ground truth survey for each farm mapping using GPS;
- Provide training, technical assistance and mentorship to programmatic staff regarding all aspects of database development and management, including data compilation, logging, analysis, and access;
- Support the maintenance of a geospatial database containing GIS, remote sensing and other spatial and non-spatial data for key landscapes where IFAD project activities will be, including the location of infrastructure or commercial development activities;
- Produce thematic maps and disseminate geographic information;
- Coordinate with the PMU ICT Unit to host databases at the Data Center;
- Coordinate with LISGIS on shared information;
- Execute all other tasks related to the Geographic Information System as required;
- Provide technical support to the development and maintenance of web database applications and any other database program and functions requiring programming and analysis;
- Perform any other task assigned by the IFAD / Project Coordinator;

Competencies

Organizational competencies

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- **Focusing on clients:** Contribute to a client-focused culture.

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Technical/Functional competencies

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- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and experience:

- University Degree in Geo Science / Computer Science or any other relevant field with at least 5 years of practical professional experience GIS with national or international institutions;
- Experience in the use of Arc Info, ArcView, data base applications (SQL, MS Access), CAD or other related computer experience (SDE);
- Familiar with GIS system planning and design, geographic database design, and GIS technical implementation project management;
- Good communication, interpersonal and liaison skills;
- Tested multitasking skills.

Post Title: Finance and Admins Assistant

**Reports to: Procurement Officer, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Nimba

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities

Specifically the Field Finance & Administrative Assistant will:

- Assist the Financial Controller in the implementation of a sound financial management system at field level;
- Prepare monthly funds reconciliation, and monthly expenditure and statements;
- Review retirements and financial reports submitted by implementation partners (IPs) before submission to Head Finance Office in Monrovia;
- Process all payments at field level, ensuring that IFAD procedures are strictly adhered to;
- Responsible for the maintenance and accounting for petty cash at field level;
- Responsible for monthly Petty Cash Reconciliations and submit to Central PIU in Monrovia at the end of each month;
- Monitor financial returns from Implementing Partners(cooperatives) at field level, including periodic visits to their offices;
- Maintain a well-organized and up-to-date filing system for Project Documents;
- Perform physical inventory of projects assets in the field twice a year;
- Provide assistance to the external auditors as required;
- Prepare cash flow forecasts for field office as required;
- Responsible for day to day project correspondence / information sharing;
- Organize meetings at field level and act as the secretary to project meetings / prepare minutes;
- Responsible for the management of office stationery supplies including maintenance of stock list of stationery, as required by staff and keeping a log of distribution;
- Undertake any other activities assigned by Project management.

Competencies:

Organizational competencies

- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture;
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider programme impact;
- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources;
- **Team Work:** Fosters a cohesive team environment;
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally;
- **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels.

Technical/Functional competencies

- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- ♦ **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- ♦ Strong analytical skills.

Education:

Bachelor Degree in Accounting or Finance

Experience:

- ♦ At least 3 years' experience working with donor funded projects
- ♦ Experience in working with accounting soft wares
- ♦ Highly computer literate including the use of Microsoft Excel

Post Title: Procurement Assistant

**Reports to: Procurement Officer, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Monrovia

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Procurement Assistant will:

- Assist in the preparation of the Annual Procurement Plan for the project;
- Ensure a regular update of the procurement plan;
- Assist in the preparation of Standard bidding documents and related advertisement;
- Draft all request for quotation for procurement activities within the shopping thresholds;
- Draft purchase orders and peruse related supporting documentation in ensuring that procurement files are complete;
- Ensure all procurement related documentations and records are properly and completely file for ease of reference;
- Assist the procurement officer to organize bid opening , evaluation and section process;
- Take notes and prepare minutes during pre-bid conference and bid opening ceremony;
- Assist in the preparation of procurement contracts for signature;
- Assist in the preparation of periodic report on the status of procurement for the project;
- Assist in the coordination for local procurement (when necessary) at the field level;
- Maintain accurate and complete file for all No Objection requested and obtained from IFAD;
- Carry out any other activities that are assigned by the direct supervisor and/or Project Coordinator.

Competencies

Organizational competencies

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Technical/Functional competencies

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- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and experience:

- Bachelor degree in, Economics, Management, Social Science, Logistics and Supply Chain Management, Finance, Mathematics, or Statistics.
- Minimum of 3 years working experience in procurement within Government and/or donor-funded projects.
- Computer Literate with in depth knowledge Microsoft excel, experience in the use of procurement software is an added advantage

Post Title: Administrative Assistant

**Reports to: Financial Comptroller, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Monrovia

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Administrative Assistant will:

- Prepare and update annual staff schedule and annual travel plan;
- Maintain up-to-date knowledge on PIU information/activities and answer general enquiries;
- Collect relevant information and draft inputs for the PIU website;
- Monitor fixed assets and manage the maintenance of office equipment and office security;
- Manage the office supplies and consumables in maintaining record of assets & stock inventory;
- Operate the petty cash as Petty Cash custodian;
- Organize workshops, steering committee, staff and all other PIU meetings; prepare meeting minutes;
- Make logistical arrangements and provide assistance to IFAD and MOA missions;
- Manage local and international travel for PIU staff and visitors (including procurement of tickets, hotel reservations and pick-up from the airport);
- Provide assistance in the recruitment of staff and consultants; create and maintain personnel files under the supervision of the FC; manage employees leave records;
- Assist the FC in human resources management activities and in office administration tasks;
- Create and maintain a roster of individual consultants and temporary staff;
- Manage PIU vehicles and drivers' schedules under the supervision of the FC;
- Carry out all secretarial work of PIU, including maintenance of a well-organized filing system, photocopying and collating documents;
- Answer the telephone and routes calls to the appropriate staff member or takes messages;
- Welcome visitors and direct them to the appropriate office;

- Handle incoming and outgoing correspondence, including supervision of mailing registers;
- Maintain an electronic directory of PIU partners and suppliers;
- Ensure that the staff attendance registers are signed on a daily basis;
- Undertake any other activities assigned by PIU management.

Competencies

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Technical/Functional competencies

- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts among mainstream media. Ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others.
- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and experience:

- A Bachelor degree in Management, Public Administration, human resources or closely related Social Sciences from a recognized University.
- Minimum 5 years of relevant work experience in the field of administration & management, public administration and human resources;
- Good writing skills and computer literacy with proficiency in Microsoft package is essential; Ability to use data other data management software is an added advantage;
- Strong clerical skill is essential;
- Proficiency in English language with excellent communication skills;
- Excellent interpersonal skills;
- Strong interpersonal relationship is an added advantage.

Post Title: Young Professional (8 Positions)

**Reports to: Project Coordinator, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Nimba County

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Young Professional will:

- Conduct regular visits to smallholder cocoa farmers, assist in identifying and solving their problems, explain new technological options, and encourage farmers to test and compare these options with their current practices, and promote the exchange and dissemination of information among farmers;
- Undertake educational activities in the form of meetings, campaigns, demonstrations, field days, training sessions and exhibitions.
- Keep abreast of current recommendations and findings related to farm production by maintaining continuous contact with the Central Agricultural Research Institute (CARI).
- Provide feedback to the research system about farmers' problems which need solutions.
- Motivate farmers to accept new and improved technologies / methods of production.
- Encourage a change in mind set of traditional farmers.
- Promote and support the adoption of improved, high yielding cocoa varieties introduced in the county by the project.
- Raise awareness about climate change and its effects on agriculture / production and support farmers to adapt to same.
- Promote and support improved cocoa value chain activities including linking farmers to markets such as Private Sector exporters.
- Attend all Agriculture Coordination Committee (ACC) or related meetings in the county.
- Perform any other assignment deemed necessary by the Tree Crop Officer, Farmer Field School Officer and/or County Agricultural Coordinator.

Technical/Functional competencies

- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts among mainstream media. Ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others.
- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and experience:

- Diplomate in General Agriculture or Agronomy and other closely related discipline.
- At least 1-2 years of relevant work experience with demonstrated direct experience supporting management operation and implementation.
- Able to take personal ownership and accountability to meet deadlines and achieve agreed-upon results and has the personal organization to do so
- Entrepreneurial mindset with excellent problem-solving skills
- Good written and oral communication skills in English is essential
- Strong interpersonal skills with proven ability to work effectively and collaboratively as a member of a multicultural team
- Commitment to YP's mission of building the next generation of Liberia's civil service leaders and core values.

Post Title: Office Assistant

**Reports to: Administrative Assistant, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Monrovia

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Office Assistant will:

- Perform general clerical duties, to include but not be limited to photocopying, scanning, filing, mailing correspondence, etc.;
- Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
- Greet, advise, and escort guests
- Make logistical arrangements for project staff traveling outside their region or for international visitors including booking accommodations and reservations needs as required;
- Responsible for handling sensitive documents and maintaining confidentiality;
- Maintains equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; and monitoring equipment operation;
- Receiving, sorting and distributing incoming mail;
- Typing reports, documents and letters;
- Sending emails;
- Scheduling and arranging meetings and appointments;
- Keep office area neat and tidy;
- Creating, maintaining, and entering information into databases such as mailing lists, contact lists and client information;
- Retrieve information when requested;
- Update and maintain internal staff contact lists;
- Run work-related errands;

Technical/Functional competencies

- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and experience:

- High School Diploma or Associate's Degree.
- Training from a business college can be an advantage.
- At least 2 years' experience as an Office Assistance or in related field.
- Scheduling, typing skills, documentation Skills, meeting Planning, verbal communication, written Communication, dependability, attention to detail, administrative writing skills.
- Ability to work well under limited supervision

Post Title: Permanent Worker (3 Positions)

**Reports to: Agronomist, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Nimba County

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Permanent Worker will:

- Support the work of the Agronomist at the seed garden / station;
- Assist in preparation of soil and filling of polythene bags with soil;
- Assist in checking and correction of soil pH to acceptable unit;
- Carry out application of agro-chemicals (fertilizer, pesticide);
- Collect data on various agronomic parameters of cocoa;
- Carry out routine field maintenance activities (pruning, height control, weeding, replanting, irrigation, etc.);
- Pest and disease control;
- Keep proper nursery records to identify the type of hybrids, source of seeds, number of seeds ordered / planted / germinated, culling and number of seedling suitable for planting;
- Perform grafting of plants and trees into different rootstock to reduce disease by inserting and tying buds into incisions in rootstock;
- Perform other duties as may be directed by the seed garden / station supervisor.

Technical/Functional competencies

- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.
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Qualification and experience:

- Certificate or Associate's Degree in Agriculture and other closely related disciplines.
- At least 3-4 years' experience working in tree crops or horticulture nursery.
- Verbal communication, written communication, dependability, attention to detail
- Ability to work well under limited supervision

Post Title: Drivers (4 Positions)

**Reports to: Administrative Assistant, IFAD TCEP Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: 2 in Monrovia and Nimba County

Start Date: 15 March, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Under the direct supervision of the Financial Comptroller, the Driver will:

- Follow the PIU drivers' code of conduct;
- Ensure the office vehicle is clean and in good working condition at all times;
- Responsible for the day-to-day maintenance of the vehicle (i.e. routine control of oil levels, battery, breaks, tires, etc.);
- Make arrangements and follows up on minor repairs, regular maintenance checks and technical visits undertaken by the approved PIU garage;
- Ensure availability of all required documents and supplies, including vehicle insurance, first aid kit, fire extinguisher, office directory, city/country maps and necessary spare parts;
- Provide reliable and safe driving services to the office staff and visitors, including airport pick-up and drop-off as instructed;
- Run errands for the office, including the delivery and collection of mail, documents, parcels, equipment or other items as required;
- Fill out the vehicle log book for each trip undertaken with the office vehicle;
- Ensure that all actions required by the rules and regulations are taken in case of involvement in an accident;
- Undertake any other activities as assigned by the PIU management.

Technical/Functional competencies

- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

Qualification and experience:

- Completed secondary education.
- At least 4 years of driving experience with a clean driving record.
- Holds a valid driver's license.
- Experience with off-road driving.
- Experience with the UN system or international organization will be considered an advantage.

All Interested and qualified applicants should address their applications including letter of interest along with Curriculum Vitae and copies of relevant Diplomas/Certificate to the below **address via email**. **Kindly indicate in the email subject, the Title of the position you are applying for**.

Recruitment Team

IFAD Projects PIU
Programme Management Unit
Ministry of Agriculture
Email: recruit@moa.gov.lr

Deadline for submission of Applications: February 18, 2019 at 5PM GMT

Visit the www.moa.gov.lr/careers_opportunities/vacancies OR www.emansion.gov.lr/careers_opportunities/vacancies for details on the Term of References and submission of your applications.

Female candidates are highly encouraged to apply.