



# Ministry of Agriculture

## Program Management Unit

LIBSUCO Compound, LPRC Road  
Gardnersville, Republic of Liberia



### **Request for Expression of Interest and Terms of Reference for Positions of Data Entry Clerk(2) – under the Rural Poor Stimulus Facility (RPSF) Project**

#### **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.

IFAD's Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2020-2024 has the overall goal to increase income and employment opportunities for rural men and women while building resilience to climate change and food insecurity. The strategic objectives of the COSOP are to:

- I. Enhance the performance and inclusiveness of value chains that offer job opportunities, wealth creation, food and nutrition security for rural people, including poor households, women and youth.
- II. Contribute to an enabling environment for pro-poor policy development and enhance the capacity of the public sector in Liberia to deliver services to the rural poor.

Currently, IFAD's portfolio in Liberia includes three (3) 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-learnt 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 started implementation in the second quarter of 2019.

**The Tree Crops Extension Project Phase I (TCEP-I).** TCEP-I 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 sub-sector in Liberia's main producing belt.

The TCEP is intervening in Nimba County, in at least 8 statutory districts. Its duration is 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).

**The Tree Crops Extension Project Phase II (TCEP-II).** Additional financing of US\$23.8 million provided as part of the TCEP-II was approved by IFAD's Executive Board in December 2027 and was signed and ratified by the Liberian Government in September 2019. The TCEP-II financing will be prioritized in Lofa County with the possibility to include areas in other counties with comparable socio-economic 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 Liberia – Rural Poor Stimulus Facility (RPSF) project, an associated investment to the Tree Crop Extension Project to address the effect of the COVID-19 pandemic.

### **Post Title: Data Entry Clerks (2 Positions)**

**Reports to: M&E Officer, IFAD-PIU Projects  
Programme Management Unit (PMU),  
Ministry of Agriculture**

**Primary Location: Monrovia**

**Start Date: January 4, 2021**

**Contract Period: One (1) year non-renewable**

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### **Key results expected / major functional activities include:**

Specifically, the Data Entry Clerks will:

- Prepare and sort out documents for data entry;
- Enter data collected from monitoring activities accurately and according to schedule;
- Work daily on the computer primarily in Microsoft Excel;
- Work with M&E Officer to track that project-based monitoring activities are being performed according to schedule;
- Resolve discrepancies in information and obtain further information for incomplete documents;
- Create data backups as part of a contingency plan;
- Respond to information requests from authorized authorities;
- Work in collaboration with the M&E Officer to provide timely reports and data summaries.
- Conduct himself / herself both professionally and personally in such a manner as to bring credit to the Project and to not jeopardize its results;
- Ensure maximum confidentiality of the information in the data tools;
- Ensure proper handling of the data (papers) and soft copies of the data;
- Ensure that the integrity of the data is kept all through the process of data entry;

- Other duties as assigned.

#### **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 high school diploma (Bachelor degree in business, accounting, IT technology and finance is preferable)
- Highly computer literate, **highly proficient with data entry and organizational software**
- **Able to work efficiently**
- **Detail-oriented**
- **Interpersonal skills**
- Knowledge of grammar and punctuation
- **Ability to manage time wisely**

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.

### **The Recruitment Team**

Program Management Unit

Ministry of Agriculture

**Email: [recruit@moa.gov.lr](mailto:recruit@moa.gov.lr)**

Deadline for submission of Applications: **December 27, 2020 at 5PM GMT** Visit the **[www.moa.gov.lr/careers opportunities/vacancies](http://www.moa.gov.lr/careers_opportunities/vacancies)** OR **[www.emansion.gov.lr/careers opportunities/vacancies](http://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.**