



# Ministry of Agriculture

## Program Management Unit

LIBSUCO Compound, LPRC Road

Gardnersville, Republic of Liberia



<b>Country</b>	<b>Liberia</b>
<b>Project</b>	<b>Tree Crop Extension Project (TCEP)</b>
<b>Assignment</b>	<b>Request for Expression of Interest: Knowledge Management &amp; Communication Assistant</b>

### 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 2018 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 the TCEP/TCEP-II project.

### **Post Title: Knowledge Management and Communication Assistant (1)**

**Reports to: Knowledge Management and Communication Officer  
Programme Management Unit (PMU),  
Ministry of Agriculture**

**Primary Location: Monrovia**

**Start Date: January 1, 2021**

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

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

Specifically, the Knowledge Management and Communication Assistant will:

- Develop and implement a knowledge management system and communications plan for the project.
- Develop communication materials like project briefs, brochures, short articles and press kits to promote the project;
- Support the documentation of planning workshops and trainings, expert group meetings, forums, consultations and other activities related to the project;
- Maintain and produce original content for online outreach platforms and social media channels, including the MOA website, blogs, Facebook groups and Twitter;

- Consolidate and develop the process documentation of the project and the development of knowledge/communication materials for targeted users/audiences.
- Provide technical advice on knowledge sharing activities to maximize the events as a means to replicate the good practices done and share the lessons learned from the project communities;
- Assist the Knowledge Management and Communications Officer in consolidating and preparing the required progress reports of the project.

## 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

- University degree (Bachelor's Degree) in Communications, Journalism or a related field.
- A minimum of 5 years directly relevant experience.

- Demonstrated understanding of communications and knowledge management principles.
- Experience using graphic design software such as CORAL Draw.
- Excellent written and oral communication skills.
- Experience in establishing and managing relations with media.
- Experience managing social media, including Facebook, Twitter, LinkedIn and Instagram.
- Ability to manage multiple demands and prioritize tasks, work effectively and collaboratively with diverse stakeholders, and support other team members as needed.
- Enthusiasm, commitment to learning and excellent interpersonal skills.
- Strong organizational skills and attention to detail.
- An understanding of gender and women's economic empowerment is 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**

### **Program Management Unit, Ministry of Agriculture**

**Email: [ifadrecruit@moa.gov.lr](mailto:ifadrecruit@moa.gov.lr) cc: [rcole@moa.gov.lr](mailto:rcole@moa.gov.lr)**

Deadline for submission of Applications: **December 2, 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.**