



**IFAD-Project Implementation Unit
Program Management Unit (PMU)
Ministry of Agriculture Annex
University of Liberia Campus, Fendell**



Organizational Context

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 million for two completed projects with a total cost of US\$23.8 million. 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) was developed and validated in 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 started implementation in the First quarter of 2019.

The Tree Crops Extension Project (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.



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Post Title: Tree Crop Officer(1)

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

Primary Location: Lofa County

Start Date: December 1, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Tree Crops Officer will:

- Provide up-to-date professional advice to ensure the Programme implements profitable and sustainable tree crop activities for the benefit of smallholder farmers;
- Provide or coordinate institutional and operational support to tree crops service providers and farmers to facilitate rehabilitation and tree crop production;
- Provide tree crop related technical expertise to field missions at all stages of the programme/project cycle (design, implementation, completion);
- Work closely with the Agronomist and Farmer Field School Officer (FFSO) to coordinate and supervise the agronomic aspects of all tree crops under the projects;
- Liaise with the Agronomist and FFSSO 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;
- Contribute to the design of the overall distribution scheme of improved planting material and tools;
- Supervise and coordinate the distribution scheme of improved planting material and tools;
- Work with the service providers in charge of implementing the activities;
- Facilitate the promotion and dissemination of sustainable agricultural practices through the FFS approach;
- Work closely with the M&E Unit and other project team to draft periodic project progress reports;
- Work closely with other project team members, especially M&E unit to develop the Annual Work Plan and Budget;
- Ensure that knowledge exchange activities are prioritized appropriately and reflect the projects' strategy and objectives in collaboration with the FFSSO and Capacity Building Officer;
- Participate in policy formulation by Government on issues that affect tree crop production, value addition and marketing;
- In collaboration with Tree Crop Officer and IPs, organize farmers into crop-based groups and train them their application for various certifications: e.g. Organic, fair trade, Rain Forest Alliance, global gap etc.;
- Perform other related duties as may be requested by the Project Manager.



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Competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Demonstrating Leadership:** Leads by example; initiates and supports change.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contributes 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:

- Bachelor degree in General Agriculture, Agronomy or closely related discipline (a Master Degree will be an added advantage).
- At least 5 years of relevant experience including at least 2 years in implementation of agricultural productivity enhancement projects, 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 of productivity enhancement projects; and Good writing skills and computer literacy are required.



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Post Title: Farmer Field School Officer(1)

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

Primary Location: Lofa County

Start Date: December 1, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Farmers Field School (FFS) Officer will:

Methodological support to the FFS:

- Design and Coordinate the development of the FFS implementation strategy with special attention given to the following points: FFS for nutritious sensitive and sustainable agriculture; farm management and establishment of farm business schools;
- Contribute to the development of FFS curriculum, modules and training materials;
- Assist in designing FFS baseline survey and the development of monitoring and reporting tools;
- Review the project implementation strategy and mechanisms and where necessary propose improvements;
- Capture lessons learned, success stories/good practices, document and disseminate.
- Work closely with the project team and the M&E Unit to draft periodic project progress reports;
- Work closely with the project team and M&E unit to develop the Annual Work Plan and Budget;
- Ensures that knowledge exchange activities (visits and field days) are prioritized appropriately and reflect the projects' strategy and objectives;
- As appropriate, actively identify and pursue synergies with sister projects under the country programme.

Hands-on support to FFS:

- Assess training needs in different areas of Farmers' Groups, Groups facilitators and Master Trainers;
- Assist Master Trainers in planning and implementing "Training of Facilitators";
- Coordinate and report on exchange/exposure visits;
- Coordinate with relevant County officers to ensure follow-up/technical support to the FFS and report on such activities;
- Coordinate with cooperatives for ensuring delivery of quality services to the Farmer groups and communities and report on such activities;



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- Monitor and document Training of Facilitators conducted by the Master Trainers and evaluate the quality of the trainings;
- Elaborate, Supervise, monitor and document strategies and activities for organization and empowerment of Farmers' Group/Associations/CBO's activities.

Technical/Functional competencies

- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and take accountability for his/her actions;
- **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;
- Capable team player;
- Strong analytical skills;
- Technical skills necessary: in FFS, sustainable agriculture, farm management, value chain, farmers' organizations;
- Strong verbal and written communication skills.

Education:

- A BSc. degree in Agriculture from a recognized University with specialization in Extension services

Experience:

- A minimum of 5 years professional experience, preferably in Agricultural extension related projects;
- A minimum of 4 years professional experience in development and coordination of FFS for a donor funded project;
- Knowledge of cocoa cropping system is an added asset;
- Excellent oral and written communication skills;
- Knowledge of MS Windows, Word, Excel, PowerPoint;
- Willing and able to be based permanently in remote and rural locations.
- Able to adapt to circumstances to communicate with the rural communities.



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Post Title: Institutional Capacity Building Officer(1)

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

Primary Location: Lofa County

Start Date: December 1, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Institutional Capacity Building Officer will:

- Be responsible for the coordination and implementation of all activities pertaining to the institutional capacity building;
- Develop a capacity building plans;
- Provide guidance to NGOs/Service providers hired to implement the activities and oversee the overall process of selection of target cooperatives and beneficiaries in close collaboration with the County authorities (County Agriculture Coordinator, District Agriculture Officers, County administration, etc.);
- Liaise with other relevant programmes and technical departments in the Public sector at state level such as the Ministry of Agriculture;
- Work closely with the M&E unit to monitor and evaluate programme capacity building activities;
- Draft TOR of Technical Assistance to support programme implementation as required;
- Contribute to the design of the overall training and equipment of CAC, DAOs and Cooperatives;
- Contribute to the drafting of periodic project progress reports at project level;
- Work in close collaboration with the PIU staff to develop the annual work plan and budget of projects.
- Undertake any other activities that may be assigned by the Procurement Specialist and Project Coordinator.

Competencies:

- **Demonstrating Leadership:** Leads by example; initiates and supports change;
- **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;
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.



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Technical/Functional competencies

- **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels;
- **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;
- Strong verbal and written communication skills.

Education:

A degree in any of the following:

- Agricultural Economics
- Agricultural Marketing
- Agribusiness
- Rural Development
- Social Sciences (Economics, Public Administration, etc.)

Experience:

- At least 5 years' experience in working with Agribusiness organizations and cooperatives;
- Experience in Agricultural project development and management;
- Experience in the usage of computers and office software packages (MS Word, Excel, etc)



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Post Title: Works Supervision Engineer(1)

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

Primary Location: Lofa County

Start Date: December 1, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Works Supervision Engineer will:

- In collaboration with the Procurement Officer, s/he will assist in the preparation of bidding documents including Bill of Quantities (BoQs) and cost estimates for works (feeder road construction/rehabilitation projects, structures, buildings);
- Take part in the bidding process of project infrastructure structures including bid evaluation and recommendation for award of contract;
- Assist in the preparation of contract documents;
- General coordination of the whole construction project, including the coordination and planning necessary to manage multiple sites simultaneously;
- Monitoring of compliance with the deadlines for the availability of work sites in comparison with what is projected in the contracts;
- Assess contract and financial impact of possible changes in works;
- Technical and administrative supervision of work contracts, including enforcing the conditions of the generic and site-specific Environmental and Social Plans.

Before construction begins, the Engineer shall ensure that the following are performed:

- The verification and approval of the project implementation documents presented by the construction contractor. These documents must contain the implementation plans, the environmental, health, and safety measures and the generic and site-specific plans.

During the execution phase, the Engineer shall:



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- Oversee the implementation of works;
- Prepare and submit a weekly report for the Programme;
- Conduct monthly progress meetings and submit reports for the Programme, including:
 - 1. Report on percentage of work completion without defects;
 - 2. Report on financial matters, including actions or measures taken by the construction contractors that may have an impact on cost.
 - 3. Identify contractors' lack of performance and lack of compliance with the contracts;
 - 4. Quickly propose adequate remedial measures to resolve deficiencies in work and products of the contractors, if any.
- Prepare payment certificates related to the work completed and submit to the Client for payment;
- Prepare monthly cost reports on the financial standing of the project;
- Supervise the compliance with implementation plans, technical specifications, environmental management plans and implementation of works
- Ensure the application of the general and site-specific Environmental Management Plans;
- Monitor compliance with the contract specifications and time frame to ensure that planned time, cost and quality are adhered to.
- Ensure the compliance with all contract provisions and take necessary measures to apply them.

Other:

- For the management of works and control of their execution, the Engineer shall issue variation orders and site instructions in accordance with the Conditions of Contract.
- When there are technical and environmental problems during the execution of the works, a discussion between the construction contractor and the Engineer must take place in order to find adequate solutions to these problems. Before their implementation, these solutions shall be submitted for approval to Project Coordinator, if they imply a waiver to the terms of the work contracts. The Engineer will include these solutions in the monitoring framework and report back to the Project Coordinator on the effectiveness of the implementation of the solution.

Upon completion of the construction works, the Engineer shall:

- Assist the Client in preparing the temporary and final acceptance of works.
- Establish final reports and detailed account for the closing of the Contract.

For Take-over and commissioning of the works: Upon completion of the construction works, the Engineer shall:

- Carry out inspections and prepare snag lists;
- Monitor the completion of the snags within a stipulated time frame;
- Supervise commissioning and testing during commissioning;
- Prepare certification of the completion of the works for the Client;
- Compile final report, detailed accounts for closing the contract and as-built documentation (drawings, manuals, etc.).

At the end of Defects Liability Period: Prior to the end of the defects liability period, the Engineer shall:

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- Visit the sites and inspect the works for any defects;
- Instruct the works contractor to attend to the defects and monitor the remedial works;
- Prepare the final account and assist in negotiations to settle the final account.
- Prepare the Final Completion Certificate.

S/he will be granted a one (1) year fixed term contract renewal upon satisfactory annual evaluation till the end of the Project with 6-month probation period.

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:** Solving complex problems and making decisions that have wider corporate impact.
- **Managing time, resources and information:** Coordinate wider use of time, information and/or resources.
- **Team Work:** Foster a cohesive team environment; able to foster and build team spirit, focus and engagement at all levels.
- **Communicating and negotiating:** Acquire and use a wide range of communication styles and skills.
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.
- **Managing performance and developing staff:** Manages staff
- **Capable Team Builder** able to foster and build team spirit, focus and engagement at all levels.

Technical/Functional competencies

- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts with communities, demonstrated 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.

Qualifications and Experience

- The Engineer shall be based in based in Lofa County, and should have experience and qualifications in management of infrastructure construction activities for projects of similar size and scope.

The designated Engineer shall have the following minimum qualifications and experience:



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- a) University degree in engineering, construction management or administration or a related field from a recognized university/institution.
- b) Qualified Chartered/Register Professional Civil Engineer or approved equivalent.
- c) At least 10 years demonstrable experience with managing and supervising the construction of a variety of works (feeder roads, structures, buildings), experience on the projects of a similar nature and extent to that of the projects described for construction.
- d) Managed the construction at least five (5) project similar to type of project described for construction.
- e) Excellent written and oral communication skills in English.
- f) Prior experience in the region is a plus.



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Post Title: Gender Assistant(1)

**Reports to: Gender and Social Inclusion Officer, IFAD-PIU Projects
Programme Management Unit (PMU)
Ministry of Agriculture**

Primary Location: Lofa County

Start Date: December 1, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Gender Assistant will:

- Be responsible for ensuring the quality and timely implementation of gender equity activities.
- Implement gender dialogue and male engagement activities with a wide range of audiences, related to gender equity, power, decision-making, access to resources, and workload and support teams to mainstream gender into their programming activities.
- Actively promote gender equity, and to model positive gender equity behaviors, both in the workplace and in the field.
- Identify and build the capacity of gender champions, with a focus on male gender champions but also including where relevant community leaders, who demonstrate positive behaviors around decision-making, access, and workload in the household.
- Train staff members, farmers, partners, community leaders and stakeholders on gender and related issues.
- Sensitize beneficiaries on targeting and selection criteria to ensure inclusion of gender and other vulnerable groups.
- Collect data related to gender dialogues and male-to-male engagement activities.
- Participate in formation of kuu / FFS group leaders.

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.



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- **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:

- Bachelor degree in development, social studies, gender Studies or similar area;
- At least 3 years of relevant professional experience in gender equality, women's empowerment and social inclusion projects, programmes and policy, including field assignments;
- Experience in the design, implementation, supervision and performance monitoring and evaluation of gender equality, women's empowerment and social inclusion in an agricultural or rural context;
- Demonstrated experience in managing a multidisciplinary team and with governments and international development partners;
- Demonstrated experience in working with governments and international development partners;

Languages and other skills

- Excellent written and verbal communication skills in English, including the ability to set out a coherent analysis in presentations and group interactions.



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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: December 1, 2019

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.
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- **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.



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Post Title: Monitoring and Evaluation Officer(1)

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

Primary Location: Lofa County

Start Date: December 1, 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.



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Technical/Functional competencies

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- **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 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.



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Post Title: Finance and Administrative Assistant(1)

**Reports to: Financial Controller, IFAD-PIU Projects
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Lofa County

Start Date: December 1, 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:

- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture;



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- **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



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Post Title: Procurement Assistant(1)

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

Primary Location: Monrovia

Start Date: December 1, 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

- **Strategic thinking and organizational development:** Personal influence.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **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.



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- **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.
- **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



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Post Title: Young Professional (14 Positions)

**Reports to: Tree Crop Officer, IFAD TCEP-II Project
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Lofa County

Start Date: December 1, 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



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- **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.



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Post Title: Senior Administrator & HR Officer(1)

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

Primary Location: Monrovia

Start Date: December 1, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Senior Administrator & HR Officer will:

- Be knowledgeable of and upholds regulations, established Project policies and procedures, objectives and operational standards.
- Ensure that staff complies with existing laws, regulations, standards, policies and procedures set out by IFAD/Ministry of Agriculture.
- Under the supervision of the Project Coordinator, coordinates with Technical Staff on the development of Annual Work plans and Budget, short term goals and objectives for the TCEP IFAD- PIU/MOA.
- Ensure that effective and efficient operational services are delivered in a timely and customer-oriented focus.
- Ensure that an effective Quality Improvement program is in place at the PMU.
- Collaborate with other senior staff professionals in management to review, investigate, develop and/or implement the necessary systems, process improvements as they relate to efficient and effective services delivery.
- Ensure that Performance Appraisal Reports are completed in accordance with the Performance Management and Appraisal System for all categories of staff employed with the IFAD-PIU and work in close collaboration with other PIUs.
- Ensure a structured Orientation Program is in place for all new entrants, and maintain a record of persons who have undergone such training.
- Conduct daily environmental rounds with management team to dialogue with staff and to ensure client's satisfaction with services provided.
- Ensure proper stock management of inventories and sundries.
- Supervise the consumption/utilization of fuel, electricity, phone cards
- Ensures that an inventory system is in place for the Project to maintain a registry of the PIU Assets facility.



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- Ensure the internal and external IFAD-PIU office environment is maintained clean to promote a healthy environment.
- Assist in the evaluation of outcomes for resource management and utilizes data for decision making, planning and institutional policy direction.
- Ensure proper supervision and preventative maintenance of vehicle fleet, office equipment and physical structure under the office of the Project Coordinator
- Attends meetings, workshops, seminars to build capacity for efficient execution of duties and responsibilities for self and staff.
- Prepares and submits monthly reports and other relevant reports to the Project Coordinator and as directed.

Human Resources

- Ensure the development and implementation of mechanism to increase the human resource productivity within the IFAD-PIU.
- Communicate and train staff on the Human Resources and Administrative Standard Operating Procedures (SOPs), Policies, Guidelines and Regulations to enhance knowledge within staff.
- Facilitate personnel contracts in compliance with PMU manual and regulations to fully support the program with all Human Resources and Administration related matters.
- Monitor and participate in the implementation of all HR activities within the project in compliance with established IFAD Policy and Administrative Procedures Manual.
- Manage and administer Individual Contractor Agreement (ICA) competitive recruitment and selection processes for the project in a timely manner, including drafting and revising Terms of References (TORs), producing candidate screening, evaluation and assessment, conducting award procedures and submission of cases to approval committees.
- Work with MOA to recruit personnel, produce personnel contracts, help to develop and administer budget, salaries and allowances, procurement of services, administer leave, travel, benefits and entitlements, document reproduction and filing.
- Ensure appropriate and correct use of various systems including the Personnel Recruitment System (PRS), Contracting System (GLS), Leave System (LS).
- Plan, organize, and provide capacity building for the local personnel in the Admin/HR team.

Employee Relations

- Coordinate the development of Human Resources policies for the organization with regard to employee relations;
- Partner with management to communicate Human Resources policies, procedures, programs, and laws;
- Recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation;
- Participate in the conduct of investigations when employee complaints or concerns arise;
- Advise managers and supervisors about the steps in the progressive discipline system of the company. Counsel managers on employment issues;
- Coordinate the implementation of company safety and health programs. Track and posts OSHA-required data and file reports;

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- Comply with all existing governmental and labor legal and government reporting requirements and maintain minimal company exposure to lawsuits;
- Protect the interests of employees and the organization in accordance with company Human Resources policies and governmental laws and regulations.

Support to Project Coordinator Office as SAHR

- Support the Project Coordinator responsibilities in his/her absence.
- Assist the Project Coordinator in setting effective internal control measures in line with IFAD policy.
- Assist the Project Coordinator in Development of SOPs, Policies, Regulations and Guidelines to ensure compliance with IFAD policy
- Provide advice to the Project Coordinator on support related issues including HR and Administration related matters in line with established rules and regulations in the absent of the Project Coordinator.

Competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **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.
- **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 or equivalent training in Business Administration or Management related discipline. Master degree is an advantage.
- Minimum of 5 years working experience in administrative services or human resource management working with NGOs or Project related organization.
- Computer Literate with in depth knowledge Microsoft excel, experience in the use of procurement software is an added advantage



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Post Title: Environmental & Safeguards Officer(1)

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

Primary Location: Monrovia

Start Date: December 1, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Environmental & Safeguards Officer will:

- Be the main contact person with overall responsibility for action and reporting on environmental and safeguards for the project and liaise with the IFAD safeguards team.
- Ensure that all safeguards report like ESMPs, and Environmental Impact Assessments (EIAs) go through reviews and get the necessary clearances from IFAD and EPA.
- Ensure distribution of all safeguards and other relevant project documents to the respective project staff and other relevant partners and ensure their application.
- Organize and assist in training of PIU staff, County Agricultural Offices (CAO) and partners in all aspects of environmental management and safeguards issues.
- Create a general awareness of environmental management through the participating farmers' groups, partner organizations and the beneficiary communities.
- Work with environmental officers and relevant project staff designated in County Agricultural Offices (CAO) to ensure that all environmental and social safeguards issues are incorporated into bid and specification documents for all sub project type.
- Work with environmental officers to ensure that environmental and social screening are carried out in a timely manner and follow up actions taken by the partners.
- Advise the partners and County level environmental officers and ensure that they understand their role and carry out their activities as per the project guidelines.
- Review and clear all safeguards reports submitted by the project for onward submission to the MOA and IFAD.

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- Assist with the regular update of the Project Implementation Manual (PIM) and preparation of the Annual Work Plan and Budget (AWPB), as necessary.
- Submit monthly reports to the Project Coordinator and contribute to Quarterly, Semi-annual and Annual project progress reports.

Competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources.
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- **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.
- **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 graduate qualification in an appropriate environmental/social field.
- At least five years' experience in environmental monitoring and the management of ESMF, ESIA and ESMP's preferably in Liberia or a similar environment.
- Good experience in position/s with similar responsibilities, and a demonstrated track record in such positions.
- Strong communication skills and a good level of written and spoken English.
- Excellent understanding of IFAD safeguards policies to be able to advise Government and project implementers.
- Strong interpersonal, group facilitation and teamwork skills.

Preferred

- Self-motivated, dynamic and able to relate easily in an international and multi-cultural environment.



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Post Title: IT Assistant(1)

**Reports to: ICT Specialist
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Monrovia

Start Date: December 1, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the IT Assistant will:

- Provide Technical Support to the IFAD Project, PMU and MOA at two levels, i.e. Level 1 and level 2.
- Carry out hardware and software troubleshooting, minor repairs and maintenance observing warranty and following MOA/PMU IT best practices; passwords reset, account creations, account termination, desktop and laptop builds and print support.
- Provide microsoft Office Support, Active Directory Maintenance, logging of problems in Service; Ticketing, Helpdesk System, Liberia mailing list management;
- Serve as a backup to the ICT Specialist in the management of the Specialized financial application installation and support;
- Assist in Staff e-mail account configurations, archiving, termination and distribution group management;
- Assist in Verifying and providing technical support to procurement in regards to purchasing spare parts for IT equipment and ensuring equipment purchased are of the right specifications and conforms to the MOA/PMU minimum standard specifications on Informatics Equipment
- Assist in Installing, documenting, managing and supporting wired and secured wireless networks for all field sites.
- Assist in ensuring data protection & backup systems are working properly (software & hardware)
- Improve the Network Infrastructure (internet, Servers & domain controller, filters, backups and print servers, etc.).
- Backstop the ICT Specialist in the management of the Ministry of Agriculture public website and messaging platform.
- Assist the ICT Specialist in Backing-up of mission critical financial management applications
- Assist in the implementation of the MOA/PMU IT Business Continuity and Disaster Preparedness plan and strategies.

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- Conduct basic IT Clinics for staff aimed at creating awareness and reasonable use of the ICT resources.
- Maintain a database of Informatics equipment received and distributed to end users for asset tracking.
- Performing other duties as may be assigned by the ICT Specialist from time to time.

Competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources.
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- **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.
- **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 Degree in computer science or Diploma in ICT (Networking, System Administration).
- At least two years of work experience in similar position for NGOs or other international organizations or within the public sector
- At least one year of experience in managing database systems, including the development/creation and deployment of a database.
- At least one year of experience in website management.



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Post Title: Assistant Internal Auditor(1)

**Reports to: Internal Auditor
Programme Management Unit (PMU),
Ministry of Agriculture**

Primary Location: Monrovia

Start Date: December 1, 2019

Contract Period: One (1) year renewable

Key results expected / major functional activities include:

Specifically, the Assistant Internal Auditor will:

- Assist to prepare audit plan for approval by the PMU Director and Program Steering Committee (PSC) and ensure the effective delivery of services and execution of the plan.
- Assist to conduct special investigation as requested by senior management of the program/projects and by the PSC.
- Produce high quality reports that include recommendations to strengthen internal control and improve compliance with operating policies and procedures, external laws and regulations as well as IFIs' requirements.
- Assist to prepare annual and periodic budget for the audit function.
- Manage the resources necessary to accomplish the audit plan and requested services within the parameter of the budget.
- Manage relationships with senior management of the MOA, PMU, PIU, Implementing Partners and other key stakeholders.
- Maintain a high degree of independence, confidentiality, ethics and professionalism as well as technical proficiency in all aspects of the internal audit function; and
- Develop and adhere to strict professional methodology for all engagements in accordance with professional auditing standards.

Competencies

- **Strategic thinking and organizational development:** Personal influence.

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- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources.
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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.
- **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 Accounting and Finance and at least a Level II candidate for professional certification (CIA, ACCA, CA, CPA). A Master degree in Accounting or related discipline is an added advantage.
- At least four years of progressive work experience in the field of auditing. Work experience with a reputable international or national audit firm is an advantage.
- Demonstrated knowledge of professional ethics, auditing standards and auditing procedures.
- Must be computer literate especially in the use of Microsoft office and auditing software packages.
- Willingness to travel to project sites in the counties; and
- Excellent English speaking, reading and writing is required.



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Post Title: Drivers (2 Positions)

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

Primary Location: Lofa County

Start Date: December 1, 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.

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- **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: ifadrecruit@moa.gov.lr

Deadline for submission of Applications: October 31, 2019 at 5PM GMT

QUALIFIED WOMEN ARE ENCOURAGED TO APPLY