

JOB ADVERT

Program Coordinator-BEHOL

Created in 1979 and now operating in over 50 countries around the world, Action Against Hunger is one of the major actors in fighting hunger. Active in Liberia since 1990, Action Against Hunger has become one of the main humanitarian and development actors in the country focusing on Nutrition, Health, Mental Health and Psychosocial Support (MHPSS) as well as Food Security and Livelihoods (FSL), Water Sanitation and Hygiene (WASH) to address the underlying and root causes of nutrition insecurity. Action Against Hunger's work in Liberia has evolved significantly over the years from emergency response to longer-term development, aiming at ensuring the provision of nutrition services within the health system; promoting and implementing FSL and WASH interventions; and developing strong partnerships with local civil society and national NGOs as well as the Government of Liberia. Through the years, Action Against Hunger has developed a strong acceptance within the communities in the areas of interventions. Action Against Hunger Country office is located in Monrovia.

I. Summary of position

In January 2024, Action Against Hunger launched a new project aiming at improving health outcomes of Liberians by strengthening the health system in three counties: Montserrado, Margibi and Nimba. Through collaborative efforts with local health authorities and community leaders, Action Against Hunger is committed to building a more resilient and effective health system that can better serve the needs of the Liberian population. We are seeking highly motivated and experienced professionals to join our team as **Program Coordinator-BEHOL**. The successful candidate will be responsible to coordinate and overall, manage the multi- sectorial interventions within the scope of the Better Health Outcome for Liberians (BEHOL) Project

II. Some key job responsibilities

Mission 1: In close collaboration with the Sectoral PMs, local partners and support teams of the country office mission, plan, organize and implement activities of the BEHOL Project to ensure the objectives and goals are achieved efficiently and effectively

- Lead the planning, organizing, coordination and implementation of BEHOL Project activities.
- Closely collaborate with the local partners and ensure they are implementing as per the required standards and quality;
- Coordinate regular BEHOL project multi sector meetings; checking the quality and performance, and apply corrective measures;
- In collaboration with support departments, manage the BEHOL project award as per AFD rules and the award agreement;
- In collaboration with BEHOL project staff, sectoral PMs, and the support team, anticipate and identify bottlenecks, propose recommendations for mitigation;
- Conduct regular field level monitoring and supervision of BEHOL project interventions, including partners' activities;

Mission 2: Partnership management

- Review the partners reports and provide correction measures in liaison with thematic departments PM, DHOD and HOD;

- Organizing and leading external and internal team meetings;
- Manage partner relationship through enhanced interaction of CHT, CHI, LAPS staff and Action Against Hunger staff for capacity strengthening, sharing and mutual working to achieve the results of the project;
- Contribute to partnership management for CHT, LAPS and CHI.

Mission 3: Review, input and consolidate all reports of the multi sectorial BEHOL Project

- Ensure the quality of BEHOL Project reports meet the required Action Against Hunger and donor standards.
- Coordinate program implementation quality reviews, documenting lessons learnt, and monitoring on the implementation of the action points;
- Coordinate with the MEAL and regularly update the BEHOL reporting database and monitoring tools, ensuring proper utilization of the MEAL system and plans;
- Ensure all grants reporting deadlines for the BEHOL Project tracking sheets are updated
- In collaboration with the MEAL Team, train staff on the program reporting, data collection, analysis, reporting and address gaps on case-by-case basis;

Mission 4: Represent Action Against Hunger at external levels including liaison with local authorities, UN, NGOs at field level

- Representing Action Against Hunger in sectoral coordination at national and sub-national levels (sectoral and/or cluster) and with the technical authorities.
- Preparing internal and external technical communications related to BEHOL project.
- Representing Action Against Hunger in donor (AFD) and partner fora (in liaison with the Country Director);

Mission 5: Gender and Protection

- In close collaboration the Gender and Protection PM, ensure gender and protection activities are mainstreamed across all BEHOL project activities
- Ensure all project data is disaggregated by sex and age
- Liaise with Gender and Protection Focal Person(s) to conduct orientation with all BEHOL Project local partners and other stakeholders
- Provide support to BEHOL staff for the deployment of safeguarding activities in the scope of the BEHOL Project

IV. Qualifications & Experience

- A relevant first degree in the Action Against Hunger intervention areas (*Nutrition and Health, Mental Health and Psychosocial Support, Water, Sanitation and Hygiene, Food Security and Livelihood*), **most preferred: First degree in Public Health and Post Graduate qualification in Project Cycle Management**;
- Minimum of 3 years relevant experience in Project Cycle Management with exposure in multi-sectoral project coordination;
- Experience dealing with government, donor and NGOs (local and international) stakeholders;
- You have experience and/or personal commitment in mainstreaming Gender, Protection and/or Environment across the different programs;

V. Required Competencies And Skills

- Strong problem-solving skills to address program implementation issues.
- Excellent organizational and time management abilities.
- Strong verbal and written communication skills.
- Ability to work collaboratively with various departments and stakeholders.
- Strong negotiation skills.
- Flexibility to adapt to changing program requirements and environments.



- Willingness to travel to field locations and remote areas as needed;
- Good analytical and reporting (in English) capacity.
- At ease with communication, negotiations and representation in technical and non-technical aspects.
- Computer Knowledge necessary: Word, Excel, Power Point

VI. Remuneration package

Anticipated starting date: Feb 20, 2025

Contract length: 12 months renewable based on funding and performance

Location: Monrovia with frequent travels to other Action Against Hunger intervention areas

Basic Salary: \$2,500

Transportation allowance: \$135

Education Allowance: \$90

Medical Insurance: staff and four dependents inclusive of spouse

HOW TO APPLY:

Are you passionate about leading programs and eager to make a positive impact in the workplace? Action Against Hunger is looking for a dedicated **Program Coordinator-BEHOL** to join our team. If you are self-motivated, culturally adept, and ready to make a difference, we want to hear from you! Please send your CV and motivation letter to: recruitment@lr-actionagainsthunger.org with “**Program Coordinator**” in the email subject line, along with three work-related references from your most recent employers no later than 27th January 2025, 5:00 PM

Action Against Hunger is committed to diversity and inclusion within its workforce, and encourages all competent persons, irrespective of gender, religious and ethnic backgrounds, including persons living with disabilities, to apply and become part of the organization.

Action Against Hunger is committed to protecting all persons it comes into contact with through our work, including children and at-risk adults. Action Against Hunger has ZERO TOLERANCE towards all forms of harm and abuse.

Action Against Hunger is an equal-opportunity Employer. Qualified women are particularly encouraged to apply.
