

**USAID Liberia Civil Society Activity (CSA)
Scope of Work
Private Sector Engagement Specialist**

Project Background

The USAID/Liberia Civil Society activity aims to strengthen Liberian Civil Society Organizations (CSOs) to more effectively engage their constituents (citizens), contribute to decision-making processes, and oversee government actions. The purpose of this activity is to: strengthen Liberians' ability to advocate for policy reforms, policy implementation, and service delivery through multi-stakeholder coalitions that build feedback loops among government, CSOs, and citizens.

Position Description

The Private Sector Engagement Specialist will work closely with the Capacity Building Director to support activities under Objective 4 (*"Ongoing Capacity Development Services Available on the Local Market"*).

Responsibilities

- Work with the Consortium of Business Development Service Providers of Liberia (CBDSPL) to implement marketing strategies.
- Support the implementation of a CSA strategy to attract private sector investment in CSA's coalition efforts.
- Work with local service providers to deliver organizational capacity-building assistance to grantees.
- Maintain contact list for CBDSPL service provider pool.
- Facilitate the process of identifying needs and gaps of service providers to be able to provide capacity development support to civil society organizations.
- Support the design of training and mentorship programs for service providers to provide quality capacity development support to grantees.
- Conduct Clients Satisfaction Survey (CSS) and Quality Improvement Plan (QIP) processes with service providers and civil society organizations.
- Any other duties assigned by DCOP/Capacity Building Director.

Reports to: Capacity Development Director

Minimum Qualifications:

- Bachelor's level degree in public policy, business administration, economics, public administration, international development, or another relevant field is required.
- At least eight (8) years of working experience with experience in the private sector and engagement.
- Strong interpersonal skills with the ability to engage with a wide range of organizations, beneficiaries, and related parties.
- Experience in facilitating participatory training and mentorship activities.
- Strong network and outreach skills.
- Demonstrated research experience.
- Experience and knowledge of implementing corporate social responsibility strategy.
- Excellent verbal and written communication skills in English.
- Previous work experience in Liberia/West Africa preferred.

How to Apply: All interested candidates should submit application via the link below:

<https://fs23.formsite.com/OLJTgx/eprebljod/index>

Deadline for submitting applications is October 12, 2024, at 5:00 PM Liberian Time.

USAID CSA values diversity and inclusion and strongly encourages women and persons from marginalized groups to apply.