

VACANCY! VACANCY! VACANCY!

The Rubber Development Fund, Incorporated (RDFI), established by an Act of Legislature, signed by the President of the Republic of Liberia and printed into Handbills in January 2017, was organized as a not-for-profit organization to promote development of the Rubber Sector qualitatively and quantitatively through facilitating Research, Processing and Manufacturing, replanting with superior performance clones, capacity building of rubber farmers, long-term credit and delivery of grants and subsidies.

To enable it to perform the preceding, the Fund desires the services of a competent appropriately experienced Executive Director to manage the Secretariat of the Fund and to handle the day-to-day operations of the Fund.

Duties and Responsibilities of the Executive Director

- i. Serve as the Executive Director of the Rubber Development Fund, Inc. and shall in that capacity, manage and supervise the day-to-day operations of the Fund under the direction of the Board of Directors;
- ii. Build relationships with farmers, donors and other stakeholders such as the Government of Liberia and its relevant agencies, and international actors in the Rubber Sector;
- iii. Assist in driving the strategies of the Board of Directors of the Fund in implementing the Liberia Rubber Industry Master Plan of 2010-2040, a National Agenda for Rubber Sector Development;
- iv. Develop office systems to support the farmers' development projects and programs and general operations of the Fund;
- v. Oversee the management of databases, records, and file of the organization;
- vi. Coordinate the preparation and execution of the Fund Budgets;
- vii. Prepare activity reports and present same to the Board of Directors at their regular meetings;

- viii. Research and identify new government, corporate, foundation, and private funding prospects;
- ix. Develop proposals in response to solicitations;
- x. Generate revenues for programs and services through submission of timely and well researched and written proposals;
- xi. Supervise consultants hired by the RDFI for specific purposes, including grant writing;
- xii. Implement and maintain a funding schedule of activities;
- xiii. Generate and submit reports to government, corporate and foundational donors and financing institutions as well as to the Board of Directors of the Fund;
- xiv. Act as Secretary to the Board of Directors;
- xv. Work with the Fund's Finance Committee to supervise the finance function and develop suitable systems of accounting and financial reporting;
- xvi. Develop and implement in consultation with the Board of Directors Finance Committee, relevant internal controls to safeguard the assets of the Fund;
- xvii. Manage the staff of the Secretariat;
- xviii. Develop programs to reach out to all farmers and assess their needs;
- xix. Assist the Board of Directors in evaluating the extent of impact the Fund is making in achieving the sector's development goals;
- xx. Identify training needs of staff of the Secretariat; and
- xxi. Perform all other functions and duties that are instructed by the Board of Directors in accordance with the Act to Establish the Rubber Development Fund and/or the relevant provisions of the By-law of the Fund.

Qualifications (Education and Experience)

- At least BSc Degree in General Agriculture or Masters Degree in Agriculture or related field is an added advantage
- Demonstrated technical skills in program implementation;
- Ability to conduct trainings of farmers in rubber production and management;
- Ability to develop concept notes, proposals and work plans;
- Knowledge in developing Budget and Managing Finances;

- Excellent Negotiation Skills;
- Experience with working with NGOs and other related institutions an added advantage;
- Fluency in written and oral English with excellent communication and report writing skills;
- Ability to work independently with minimum supervision and multi-task as required; and
- Ability and willingness to frequently travel and stay in the field.

Other Competencies

- Excellent Computers Skills, especially Microsoft Suite
- Facilitating Using power-point Presentations

Salary

To be negotiated

Please address all Applications to:

The HR Department

RDFI

Boker Apartments

Airfield New Road

Monrovia, Liberia

Or Email to: liberiardfi2021@gmail.com or
jsameria@yahoo.com

Deadline for the receipt of Application(s)

4th October 2024 at 4 pm