



VACANCY ANNOUNCEMENT

Faith and Justice Network of the Mano River Basin
Building solidarity for justice, peace, and human dignity across borders

Position 1: Administrative Associate (AA)

Duty Station: Monrovia, Liberia

Application Deadline: June 6th, 2025

Start Date: June 16th, 2025

The Faith and Justice Network of the Mano River Basin (FJN-MRB) is a regional ecumenical organization working at the intersection of faith, justice, and development across Liberia, Sierra Leone, Guinea, and Côte d'Ivoire. Our mission is to amplify the prophetic voice of communities of faith in addressing structural injustice, promoting peace, and advancing human dignity.

We are seeking a highly motivated, organized, and ethically grounded Administrative Associate to support our growing regional programs and operational activities. This full-time position is based in Monrovia, Liberia and reports directly to the Regional Coordinator.

Key Responsibilities:

- Provide day-to-day administrative and logistical support to the Regional Office.
- Manage schedules, correspondence, travel arrangements, and event planning.
- Maintain filing systems (physical and electronic) and organizational databases.
- Assist in the preparation of reports, minutes, memos, and communication materials.
- Support the implementation and monitoring of project activities and budgets.
- Liaise with partner organizations, donors, and faith-based institutions across the Mano River Union.
- Uphold confidentiality, data protection, and professional standards at all times.

Required Qualifications and Skills:

- Bachelor's degree in Public Administration, Business Administration, Development Studies, or a related field.
- Minimum of 3 years of relevant administrative or project support experience.

- Strong communication skills (oral and written) in English; knowledge of French is an asset.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent time management, multitasking, and problem-solving abilities.
- Experience working in ecumenical, civil society, or NGO settings is highly desirable.
- Commitment to the values of justice, integrity, inclusiveness, and nonviolence.

Subject line: Application – Administrative Associate

What We Offer:

- A collaborative and mission-driven work environment.
- Opportunities for professional growth and cross-border engagement.
- Competitive salary based on experience and qualifications.
- Meaningful work contributing to justice and peacebuilding in the region.

Position 1: Finance & Human Resource Assistant

Start Date: July 1st, 2025

Location: Monrovia, Liberia

Application Deadline: June 16th, 2025, at 5:00 PM

The Faith and Justice Network (FJN) is seeking a diligent and organized Finance & Human Resource Assistant to support its growing operations based in Monrovia.

Key Responsibilities:

- Assist in managing financial records, budgets, and reports in line with donor and organizational requirements.
- Support payroll preparation, benefits administration, and compliance with financial and HR policies.
- Maintain up-to-date employee records and assist in recruitment and onboarding processes.
- Prepare payments, vouchers, and support internal and external audits.
- Ensure proper filing, documentation, and data security for finance and HR files.

Qualifications:

- Bachelor's degree in Accounting, Finance, Human Resource Management, Business Administration, or a related field.
- At least three years of relevant experience in a finance and/or HR support role, preferably in a non-profit or faith-based setting.
- Proficiency in MS Office (especially Excel) and accounting software (Sage, QuickBooks or similar).
- Strong organizational, interpersonal, and communication skills.
- High level of integrity, confidentiality, and attention to detail.

Subject Line: Application – Finance & HR Assistant

Position 1: Program Advocacy Officer

Start Date: July 1st, 2025

Location: Monrovia, Liberia

Application Deadline: June 16th, 2025, at 5:00 PM

The Faith and Justice Network (FJN) is seeking a passionate and results-driven Program Advocacy Officer to join our team in Monrovia, Liberia.

Key Responsibilities:

- Lead the planning and implementation of FJN's advocacy and campaign strategies across our thematic focus areas (human rights, gender justice, corruption-free school campaign, environmental justice and food justice).
- Coordinate with faith-based organizations, civil society actors, and policy stakeholders at national and regional levels.
- Develop advocacy materials, policy briefs, and public communication to influence decision-making.
- Represent FJN in advocacy platforms, meetings, and coalitions.
- Monitor, evaluate, and report on advocacy outcomes and program impact.

Qualifications:

- Bachelor's degree (Master's preferred) in Social Sciences, Law, Development Studies, Theology, or related fields.
- Minimum of three years of experience in advocacy, policy engagement, or program management in a non-profit or faith-based organization.
- Strong understanding of human rights, governance, and faith-based advocacy frameworks.
- Excellent communication, networking, and writing skills.
- Ability to work independently and collaboratively in a multicultural and fast-paced environment.

Subject Line: Application – Program Advocacy Officer

Application Process:

All Interested candidates should submit a cover letter, CV, and two professional references to:

Human Resource Manager

The Faith and Justice Network (FJN)

Devine's Houzz, First Floor, Room # 103

Wroto-Town Junction, Sinkor, Monrovia, Liberia

How to Apply:

Interested candidates should submit:

A cover letter stating interest and suitability for the position.

A detailed CV (maximum 3 pages).

Contact information for two professional references.

Only shortlisted candidates will be contacted for interviews.

Join us in strengthening the systems that sustain the mission of justice and peace in the Mano River Basin!