

# WOMEN EMPOWERMENT FOR SELF-EMPLOYMENT



## (WE4SELF)

HEAD Office: Zubah Town, Paynesville City Liberia

Sub –Offices: Sinoe, Bomi, Bong, Maryland, River Gee, Lofa, Grand Gedeh and Grand Kru Counties

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### VACANCY ANNOUNCEMENT

Women Empowerment for Self-Employment (WE4SELF) is a non-governmental, non-political and non-profit organization established, incorporated, registered and accredited by the Government of Liberia. Since its inception in 2006, WE4SELF has worked in fourteen (14 ) of the fifteen counties of Liberia and maintains sub-offices in River Cess, River Gee, Sinoe, Grand Cape Mount, Bong, Lofa, Grand Gedeh, Montserrado and Grand Kru Counties. The head Office is in the Zubah Town Community, Paynesville City, and Montserrado County, Liberia.

The Organization was established and incorporated in 2006 and accredited by the Government of Liberia. Since its establishment, the Organization has been recognized and accredited by various government agencies and international organizations because of the quality of projects it has executed. We are currently implementing long-term and impactful projects with various partners such as Action Against Hunger, Plan International Liberia, Liberia Agency for Community Empowerment (LACE), Office of the High Commissioner for Human Rights, Kvinna, till Kvinna, and Democracy International (DI). We have also implemented projects for the United Nations Development Program (UNDP); Peace Building Fund (PBO)/UNHCR; National Elections Commission (NEC); Others are Liberia Education Trust (LET); Liberia Agency for Community Empowerment (LACE); Foundation for Women (FFW) USA; and Action against Hunger (ACF).

This organization is therefore seeking qualified Liberians to fill the below vacancy

**Position: Program Officer (1 post)**

**Location; Monrovia Office with frequent travel in the field**

**Contract duration: 12 months**

**Employment Type:** Full-Time

**Report to:** the Executive Director

#### **Position Overview:**

The Programme Officer will be responsible for implementing the interventions of all programs/projects in collaboration with the Project team; stakeholders and partners under the guidance of the Executive Director The program officer will oversee the program department work with donors and community structures on implementation to ensure effective implementation of all programs/Projects. Support and provide effective and regular professional support to the program team and all field staff. The program Officer will report on the progress of activities on weekly, monthly and quarterly basis to the Executive Direct

### **Duties/Responsibilities**

Under the general supervision of the Executive Director, the program Officer will perform but not limited to the following activities:

- Development/ write project proposal
- Manage the day to day implementation of all project
- Oversee the design, implementation, and monitoring of programs to ensure they meet objectives, timelines, and budgets.
- Prepare detailed action plans
- Ability to manage multiple projects simultaneously with a focus on delivering results.
- Ensure that Program is implemented in accordance with the work plans
- Supervise all Project staff.
- Consolidate project reports for timely transmission to the Executive Director
- Track and assess the impact of program activities through regular monitoring visits, data collection, and analysis. Prepare and submit reports on program progress.
- Conduct regular field monitoring and supervision to ensure that project targets are met.
- Must be able to work in all conditions
- Perform other duties as may be required.

### **Key Qualifications**

- . Knowledge and experience in Program management
- Ability to handle a large volume of work in an effective and timely manner.
- Experience in working with people of all cultures.
  - Should be gender sensitive
  - Have a human rights approach in their duties

### **Qualification requirements**

- Bachelor degree any of the social Sciences or its equivalent with 3 years of experience in the related field working in any institution or organization.
- Should be fluent in English
- Must be computer literate

**Deadline for application is Monday, January 13, 2025 @ 4:00 PM prompt.**

- Copy of CV and academic credentials
- Two references (one from last employer, community,)
- One cover letter of expression of interest.

**Send application to: email to [we4selfrecruitment@yahoo.com](mailto:we4selfrecruitment@yahoo.com)**

**Women Empowerment for Self Employment**

**Clara Pinky Thompson**

**Admin/ HR**

**WE4SELF**

Only shortlisted candidates will be contacted.

