



## **Association Friends of Raoul Follereau – AIFO-Liberia**

**Vacancy Announcement No. 009**

**Project CAD-L / SIDA**

**Issued on: 12 May 2020**

**Deadline for Application: 24 May 2020**

**Position Title: Project Manager, Coordinated Action on Disability in Liberia – CAD-L (2020-2021).**

**Qualified women and men with disabilities are strongly encouraged to apply. Please be informed that this is a national position, so the terms and conditions of Liberian employees will apply.**

AIFO Liberia is looking to hire a Project Manager to support the management of the “Coordinated Action on Disability in Liberia – CAD-L project.

### **AIFO Liberia**

The “Association Friends of Raoul Follereau” (AIFO) is an Italian non-for-profit organisation that has been present in Liberia since 1997. AIFO Liberia offers opportunities for people affected by leprosy, persons with disabilities (PWDs), women/children and members from vulnerable and marginalised communities to lead a better quality of life. AIFO Liberia focusses on healthcare and economic empowerment to provide a better quality of life and create large scale positive change. AIFO Liberia is accredited by the Ministry of Finance and Development Planning, Republic of Liberia; accreditation number 0094.

### **CAD-L Project**

In January 2020, AIFO launched the project “Coordinated Action on Disability in Liberia – CAD-L. People living with a disability in Liberia enjoy opportunities for employment, self-employment and entrepreneurship in the public and private sectors”, funded by SIDA (Swedish International Development Agency). The project aims to target the area of economic empowerment of people living with a disability in Liberia as a means to deliver positive change in their lives as well as in the overall society. CAD-L also intends to address gender imbalances in the participation of disabled women to development initiatives. It is implemented in the counties of Montserrado, Bong and Nimba, in partnership with the National Commission on Disabilities (NCD), the National Union of Organisations of the Disabled (NUOD), and the Alliance on Disability. Specific Covid-19 measures are now part of the project.

### **Requirements**

The ideal candidate should possess a University degree and have professional experience in project management and coordination (5 years minimum), preferable including experience working for a non-governmental organisation. Experience engaging with local and international partner organisations and stakeholders. MEAL skills and experience are required. He/she should have knowledge of participatory methods, expertise in data collection and researches, and experience in gender and disability rights. Extensive computer knowledge is required. High level written and verbal communication skills in English language. Excellent organisational skills and ability to manage deadlines. Self-motivation, integrity, communication and interpersonal skills, methodical and problem-solving approach, adaptability and ability to work with a team.

## About the Role

This is a 9-month contract (from June 2020 to February 2021) and the duty station is Monrovia, with occasional travel in Liberia. The Project Manager will be working full-time in strict collaboration with CAD-L Advisor and he/she will report to the AIFO Liberia Country Director. He/she will supervise the Monitor & Evaluation (M&E) Officer and work in collaboration and consultation with the AIFO Liberia staff.

## Objectives

### 1. General Program Management functions, in particular:

- Ensure the effective, high-quality implementation of the CAD-L project.
- Responsible for the supervision, planning, implementation, and monitoring of all activities and results foreseen by the project, in close collaboration with CAD-L Advisor.
- Coordination of local and international partners and stakeholders, following the applicable decision-making process.
- Support project partners and strengthen their skills regarding planning and management of project activities.
- Coordination and supervision of CAD-L field staff.
- Ensure the preparation of all the necessary documentation for the completion of SIDA procedures (such as operational plan, periodic reports, visibility, other).
- Coordinate the preparation of regular project reports with regard to project progress, status, and results achieved, including those of partners, hence guarantee both quality and timelines of deliverables.
- Ensure effective flow of communication in accordance with timeline and formats agreed with AIFO Liberia Country Director.
- Risk management to identify, analyse and respond to risk throughout the project life cycle, to ensure the project will be able to reach its objectives.

### 2. Administrative Management, in particular:

- Resource planning and management control.
- Planning and forecasting of costs on a periodic basis.
- Supervise the project accountant's accounting records.
- Support the project accountant with the preparation of financial reports.

The above list includes indicative overall, high level duties and responsibilities; SMART objectives will be prepared by the individual in collaboration with the supervisor and will be reviewed quarterly during an appraisal session.

## HOW TO APPLY

To apply, send your CV, a cover letter detailing how you meet the job specification and two references to: [aifoliberia@gmail.com](mailto:aifoliberia@gmail.com) indicating in the subject of the email: Application for CAD-L Project Manager position.

We apologise in advance, but only qualified and shortlisted candidates will be contacted. We encourage applicants to submit the application well before the deadline date. The selection respects the principles of equal opportunities (Law 903/77).