



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

### **Vacancy Announcement No. 012**

**Project: VOICE/EU**

**Issued on: 19 January 2021**

**Deadline for Application: 31 January 2021**

**Position Title:** Project Manager, Voices for Inclusion and Civil Society Empowerment (VOICE)

**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 currently seeking to recruit a Project Manager for the management of the “Voices for Inclusion and Civil Society Empowerment (VOICE) - Disabled People Organisations stepping up for people with disabilities rights in Liberia”, funded by the European Union (EU) – CSO-LA/2020/421-002.

### **The European Union**

For more information on the European Union and the Delegation of the European Union to Liberia, please refer to [website](#) of the Delegation of the European Union to Liberia.

### **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.

### **VOICE Project**

The project titled: “Voices for Inclusion and Civil Society Empowerment” (VOICE), is a two-year innovative project (01/02/2021-31/01/2022) funded by the European Union. The project aims at enhancing the capacity of civil society organisations, to promote and empower persons with disabilities and to ensure that people with disabilities can fully enjoy their rights in Liberia. In particular, the action aims at enabling the umbrella federation of people with disabilities, the National Union of Organization of the Disabled (NUOD), the Disabled People’s Organisations (DPOs) and their members to effectively demand the respect and fulfilment of the human rights of all People with Disabilities (PWDs), in line with the Convention on Rights of People with Disabilities (CRPD) to which Liberia is a signatory since 2012. The primary beneficiaries of the project are deaf and hard of hearing persons who will be supported to ensure that they have equal access to work and employment opportunities. It is implemented in the counties of Montserrado, Bomi and Nimba, in partnership with Williette Safehouse.

### **About the Role**

This is a 1-year contract, with the possibility of renewal until the end of the project. The duty station is Monrovia, with frequent travel to the project counties. The VOICE Project Manager will be working full-time in collaboration and consultation with the AIFO project team and partners and he/she will report to the AIFO Liberia Country Director.

## Objectives

Main tasks and responsibilities include, but are not limited to:

### 1. General Program Management functions

- Responsible for the supervision, planning, implementation, monitoring, and evaluation of all activities and results foreseen by the project.
- Responsible for sound programmatic, technical, financial and administrative management.
- Coordination and supervision of AIFO Liberia field staff and project implementing partners.
- Coordination of local and international partners and stakeholders, following the applicable decision-making process.
- 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.

### 2. Administrative Management functions

- 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.

### Requirements to achieve role's objectives:

- University degree in a relevant field.
- Professional experience in project management and coordination (5 years minimum), preferably in the (I)NGO sector.
- Experience in coordinating and engaging with local and international partner organisations and stakeholders.
- MEAL skills and experience.
- Knowledge of participatory methods and experience in gender and disability rights.
- Excellent organisational skills and ability to manage deadlines.
- Strong communication and facilitation skills.
- Advanced English is must (strong reading, writing and speaking skills).
- Proficient computer skills and use of relevant software and other applications (e.g. word processing, spreadsheet, database, internet).
- Self-motivator and team player with integrity who has the ability to approach challenges with flexibility and a positive attitude.

## 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 VOICE 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).