

## VACANCY ANNOUNCEMENT!

### **Program Manager and County Supervisors** **Liberia - Access to Justice: Community Justice Advisor Project** **Naymote Partners for Democratic Development**

#### **Background**

Naymote Partners for Democratic Development has been awarded a one-year grant by the Carter Center, to implement its Rule of Law/Access to Justice Program. The program will be managed, coordinated, and supervised by a Program Manager, and implemented through County Supervisors and Community Justice Advisors (non-lawyers) in Montserrado and Bong Counties. The goal of the project is to enhance access to justice for citizens including women and girls to advance good governance and trust through accountability, transparency, and inclusive access to information, justice, and Alternative Dispute Resolution.

The Program Manager will be responsible for providing leadership of the project and attending meetings with the partner. He/she will manage, coordinate, implement and supervise the project management teams within both Montserrado and Bong Counties. He/she will ensure the overall project goal and desired outcomes are met. The Program Manager will be assisted by the two County Supervisors where they will directly supervise the activities of the 12 Community Justice Advisors (CJAs).

Therefore, the institution is seeking applications from (1) experienced, **influential**, and dedicated young Liberian to serve as Program Manager and two (2) persons to serve as County Supervisors in Montserrado and Bong Counties.

Position: **Program Manager (1 Position) Status Full Time**  
Location: Monrovia (National Office)  
Report to: Executive Director

#### **Responsibilities of Program Manager:**

1. Responsible for providing leadership of the project, ensure effective planning, supervision, implementation of all project activities based on approved workplan.
2. Supervise daily implementation of the project, supervision of all staff and resources, ensure efficient and effective use of staff and resources.
3. Ensure efficient and effective achievement of quality project deliverables and plan, report and document all outputs
4. Provide innovative and creative approaches to achieving overall project goals,
5. Supervise County Supervisors in Montserrado and Bong, CJAs and ensure adequate monitoring court proceedings and issues at the local prisons in project counties.
6. Establish and maintain positive relationships with justice sector actors (law enforcement, criminal justice partners etc) and community leaders, and make referrals to the appropriate authorities for dispute and/or legal resolution or accompaniment.
7. Submit updates, monthly and regular quarterly reports, perform monthly expenditures analysis of all activities with the support of the Project Accountant
8. Facilitate the involvement and contribution of stakeholders at all levels in the process of refining and improving project implementation within the counties.
9. Perform any other related project tasks as the need arises.

## **Qualifications (skills and experience) Program Manager**

1. University degree, with strong practical experience in project planning and management, communications, leadership, human rights, etc.
2. At least five (5) years of demonstrable experience working preferably in NGO sector and serving as Program Manager, Project Officer, Program Officer etc. with evidence of project management skills
3. Excellent knowledge and handling of project and program management methodology and techniques, ability to undertake strategic budget management.
4. Have a strong understanding of Liberia's criminal justice system including court, police, and prison.
5. Previous experience managing a rule of law and access to justice program is preferred, working with justice sector actors/ institutions (law enforcement, criminal justice partners etc) on a rule of law/ access to justice program
6. Excellent oral and written English skills
7. Strong leadership, management, communications, facilitation and community organizing skills
8. Experienced in community based or civil society works,
9. Demonstrated ability to work collaboratively with multiple stakeholders, including private sector, government officials, project staff, and/or donor without the need for close supervision.
10. Advanced computer skills (Microsoft word, excel, PowerPoint etc)
11. Applicant should have proven ability to independently produce narrative project reports

Position: **County Supervisors (2 Positions) Status Full Time**  
Location: Monrovia (National Office) & Bong (Regional Office-Gbarnga)  
Report to: Program Manager

## **Responsibilities of County Supervisors:**

1. Serve as a supportive member of the project management team and assist the Program Manager plan and implement the project activities.
2. Supervise daily implementation of the project activities at the community level, supervision of CJAs activities, support Community Justice Services and reporting on progress as well as documenting case load in their relevant localities as assigned.
3. Coordinate with CJAs and facilitate regular free legal information and dispute resolution services to citizens in Montserrado/ Bong counties,
4. Lead awareness about citizen's legal rights (especially property rights and land rights) and provide legal assistance through advice, alternative dispute resolution, referral, and/or accompaniment in Montserrado/ Bong counties.
5. Serves as focal person for the project at the county level, coordinate all project activities in communities,
6. Participate in Carter Center sponsored radio programs on specific legal topics that support the rule of law and access to justice.
7. Lead and supervise the monitoring of court proceedings and issues at the local prisons in Montserrado/ Bong counties.
8. Establish and maintain positive relationships with justice sector actors (law enforcement, criminal justice partners etc) and community leaders, and make referrals to the appropriate authorities for dispute and/or legal resolution or accompaniment.
9. Lead the School Law and Justice Project within the project communities,
10. Submit updates, monthly and regular quarterly reports to Program Manager
11. Perform any other related project tasks as the need arises.

## **Qualifications (skills and experience) County Supervisors**

1. The County Supervisors should have a strong understanding of Liberia's criminal justice system including court, police, and prison.
2. Fluency in written and spoken English is required.
3. Strong community organizing and grassroots leadership skills,
4. Experienced in community based or civil society works,
5. Be a college student or university graduate. **University graduate is an added advantage**
6. Previous experience working with justice sector actors/ institutions (law enforcement, criminal justice partners etc) working on a rule of law and access to justice program is preferred
7. Demonstrated ability to work collaboratively with multiple stakeholders, including private sector, government officials, project staff, and/or donor
8. Applicant must be resident of a project county (Bong/ Montserrado)
9. Possess basic computer skills (Microsoft word, excel, PowerPoint etc)
10. Applicant should have proven ability to independently produce narrative activities reports

Females are strongly encouraged to apply.

### **Submission of Application**

Applicants are to submit an electronic copy or hard copy of their application package including: a letter of application, current resume, two passport size photos, two letters of recommendations (one from a university you are attending or graduated from, one from your community or institution you are affiliating with).

NOTE: Please be informed that only one (1) applicant will be selected for the position of Program Manager while two (2) applicants will be selected for the position for County Supervisors in Montserrado and Bong. Only shortlisted applicants will be contacted for an interview.

**Deadline for APPLICATION: Tuesday, January 26, 2021 at 12:00 noon.**

Email your application and supporting documents to [info@naymote.com](mailto:info@naymote.com) or send your package to the below addresses.

### **Montserrado County**

Naymote Partners for Democratic Development  
Carver Mission Community, ELWA  
Paynesville City-Liberia, West Africa  
(+231) 886510479, 770510479, 0776476498

### **Bong County**

Naymote Partners for Democratic Development  
Duala Community, Ganta Main Road  
Gbarnga City, Liberia, West Africa  
(+231) 770510479, 0777118406, 0776476498

## **NAYMOTE PARTNERS FOR DEMOCRATIC DEVELOPMENT**

Montserrado County: King Gray Community, City of Paynesville - Liberia West Africa

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