



Naymote Partners For Democratic Development (NAYMOTE PADD)	Job Vacancy Program Officer– 1 Position
Program Title:	Program Officer
Duty Station:	Monrovia Central Office (100%)
Job Allocated Time:	40 Hours per week with an hour Lunch
Background & Profile of Naymote	<p>Naymote Partners for Democratic Development is a mission-driven organization that advances the principles of good governance, rule of law, and participatory democracy.</p> <p>Since 2001 Naymote has initiated several programs to foster political accountability, thereby making elected leaders more accessible, responsible, and accountable to the electorates, building the capacity of local leaders to be more effective in service delivery, increasing youth and women participation in decision-making processes, conduct research on citizens' perception on the working of the lawmaker, produced publications on youth participation in local government, fostering social accountability, and legislative openness, etc.</p>
Objectives of the Position:	Program Officer will supervise the daily implementation of the project, supervision of all staff and resources, ensure efficient and effective use of staff and resources, achieve the quality of the project deliverables and work plans, report and document all outputs.
Opened Application Date	April 1, 2023

JOB DESCRIPTION (JD) – Program Officer

Role	<ul style="list-style-type: none"> <input type="checkbox"/> Strategize, implement and maintain program initiatives that adhere to the institution/Donor's goal and objectives <input type="checkbox"/> Develop program assessment protocols for evaluation and improvement <input type="checkbox"/> Oversee multiple projects, ensuring program goals are reached <input type="checkbox"/> Manage budget and funding channels for maximum productivity and strong skills in editing and report writing
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Daily/Monthly Responsibilities	<ul style="list-style-type: none"> <input type="checkbox"/> Work closely with the project sponsor, cross-functional teams, and assigned project managers to plan and develop scope, deliverables, required resources, work plan, budget, identify risk, opportunities and timing for new initiatives. <input type="checkbox"/> Develop and manage the budget for projects and be accountable for delivering against established business goals/objectives <input type="checkbox"/> Assist with development of proposals, develop workplan and other tools for project implementation
Education required & professional experience:	<ul style="list-style-type: none"> <input type="checkbox"/> Bachelor's degree in business administration or related field <input type="checkbox"/> 3 years in an advanced management role (preference given to those with under stress. Team player and ability to work in a team. program management experience) A Master's degree is a plus <input type="checkbox"/> Exceptional leadership, time management, organizational skills, strong and proven proposal writing skills
Personal Skills	<ul style="list-style-type: none"> • Good Communication and Interpersonal skills • Highly motivated and willing to work
Application Process	<p>Application package;</p> <ul style="list-style-type: none"> • Motivation Letter: One page • Curriculum Vitae (CV), Minimum 2 pages • Contact details 3 professional referees • Submit the application to: info@naymote.com and cc: spencertaire1@gmail.com • Subject Line: Application for the position of Program Officer • Qualified females are encouraged to apply as Naymote believes and promotes equal opportunities for all.
Others	<ul style="list-style-type: none"> • Be adaptable and flexible enough to take on new challenges and master them. • <i>Only shortlisted candidates will be contacted.</i>
Application Closing Date:	April 1-25, 2023