



## President's Young Professionals Program (PYPP) Vacancy Announcement

PYPP is currently recruiting for ***one*** staff position, detailed below:

**Position Title:** Program Associate

**Reporting To:** Deputy Director for Program and Deputy Director for Finance & Administration

**Location:** Monrovia, Liberia

**Employment Period:** Fixed Term

**Language Requirement:** English

**Closing Date:** January 17, 2019

*Please submit resume, cover letter stating which position you are applying for, and list of 3 references to: Hh K. Zaizay, Executive Director, President's Young Professionals Program (PYPP), Airfield New Road, Adjacent Sharks Entertainment Center Junction, Sinkor, Monrovia or email to [hh.zaizay@pyppliberia.org](mailto:hh.zaizay@pyppliberia.org). Also, indicate in the email subject heading or on the envelop, the position you're applying for. Deadline for the submission of application: **Thursday, January 17, 2019**. Applications will be reviewed on a rolling basis.*

### **Background**

Launched in 2009, PYPP is a Liberian non-profit organization which recruits high-achieving young Liberian college graduates through a competitive, rigorous, and transparent selection process; provides training and mentorship; and offers ongoing professional support and career development. PYPP operates in a public-private partnership with the Government of Liberia through the Civil Service Agency (CSA). PYPP has become one of Africa's most competitive programs for leadership in public service. The President's Young Professionals (PYPs) are accelerating a government-level shift towards the values of strong leadership, transparency, and meritocracy – all of which will strengthen the country's public sector capacity for decades to come.

### **Position Description**

The Program Associate will provide programmatic, organizational and administrative assistance including financial and human resources, and report to the Deputy Director for Programs and Deputy Director for Finance and Administration.

### **Accounting/Finance:**

- Support the proper implementation of the Operational Policies and Procedures manual.
- Ensure adequate controls over petty cash and related expenses bank management.
- Ensure that utility companies provide timely bills and that payments are processed in accordance with consumptions and are within allocated budget.
- Assist with accountancy and preparation of all donor financial reports.

### **Administration:**

- Supervise directly the works of the administrative personnel in the office including, Drivers, Securities, Custodians, Interns.
- Support the preparation of financial plans, forecasts, and budget analysis in close collaboration with the Deputy Director for Finance and Administration.
- Support the preparation of external audit requirements.
- Ensure that the program activities are receiving timely quality support in terms of logistics, and procurement.

### **Human Resource:**

- Support the proper implementation of the Corporate Staff Policies.
- Ensure that all staffs are issued timely with letters of appointment, contracts, job descriptions and ID cards after approval and authorization from the Executive Director.

- Manage leave schedules for all staff, as authorized and approved by the Executive Director.
- Participate in supervisee staff appraisal and development process.
- Be responsible for proper filing and storage of all administrative documents and PYPs records.
- Liaise with various ministries pertaining to the administration of the organization including, Ministry of Labor, Ministry of Finance, Ministry of Transport, Foreign Affairs, LRA, LBR

#### **Programs**

- Maintain database of PYP Performance Management documents including time sheets, monthly updates, quarterly self-evaluations, mentor/supervisor evaluations, annual performance reviews, and monthly verbal updates.
- In collaboration with the Deputy Director for Programs, coordinate PYPs monthly responsive trainings; identify training topics and select trainers
- In collaboration with Deputy Director for Programs, support all core components of the PYPP.
- Coordinate the development of PYPP quarterly newsletter

#### **Selection Criteria:**

- **Education:** A Bachelor's degree in Economics, Business Administration, Human Resources Management, Finance or a related field is required
- **Work experience:** Minimum 2-3 years of relevant work experience with demonstrated direct experience supporting management, operations, and implementation
- **Analytical/technical skills:** Strong analytical skills and proficiency in MicroSoft Word, Excel, and PowerPoint
- **Drive for results:** Able to take personal ownership and accountability to meet deadlines and achieve agreed-upon results and has the personal organization to do so
- **Time-management skills:** High level of energy, initiative and flexibility in quickly adjusting to changing work program requirements and environments. Ability to juggle numerous competing demands and priorities, respond quickly to internal and external requests, and set priorities for self and others
- **Problem-solving skills:** Entrepreneurial mindset with excellent problem-solving skills
- **Communication:** Excellent written and oral communication skills in English is essential
- **Interpersonal skills:** Strong interpersonal skills with proven ability to work effectively and collaboratively as a member of a multicultural team
- **Commitment:** Commitment to PYPP's mission of building the next generation of Liberia's civil service leaders and core values.

Signed:



Hh K. Zaizay  
*Executive Director*