1. **PROJECT BACKGROUND:** The Liberia Accountability and Voice Initiative (LAVI) is a five-year, USAID-funded project to strengthen multi-stakeholder partnerships to advocate for and monitor policy and accountability reforms. It aims to increase the influence of citizens and media in the governance of public goods and services, as well as to create more effective, accountable, and inclusive governance in Liberia. Under LAVI, the Capacity Development team is responsible for the technical implementation of two project objectives, including Objective 2: Increase capacity of civil society organizations to participate in issue-based reform and Objective 3: Promote the development of ongoing capacity development service on the local market.

- **LOCATION:** Monrovia, Liberia
- **Period of Performance:** Up until November 16, 2020.

**SCOPE OF WORK:** The Capacity Development Assistant will work under the supervision of the Capacity Development Team Lead and as integral part of the Capacity Development team; she/he will support capacity development activities related to LAVI Objectives 2 and 3. She/he will also assist in capacity development training activities and assessments, manage capacity development tracker and arrange all logistic support for capacity development.

2. **The Capacity Development Assistant will have the following responsibilities:**
   - Monitor capacity development activities with specific responsibilities related to monitoring capacity development of LAVI civil society organizations (CSOs) and service providers (SP)
   - Provide regular updates to capacity development team on status of capacity development support provided by service providers.
   - Monitor SPs trainings provided to LAVI CSOs and develop brief report for each training.
   - Organize logistics for objectives 2 and 3 activities and participate in capacity development assessments.
   - Follow-up with procurement on payments to service providers.
   - Upload Objective 2 and 3 capacity development grants information in TAMIS.
   - Regularly participate in Client Satisfaction Survey (CSS) and quarterly Improvement Plan (QIP) processes.
   - Perform other duties as assigned by supervisor.

3. **QUALIFICATIONS:** LAVI is seeking candidates with the following qualifications:
   - Demonstrated working experience serving in similar position and working environment.
   - Must be a college/university graduate with 2-3 years working experience supporting civil society organizations or community development.
   - Able to work effectively in teams
   - Quick learner and takes initiative.
   - Well-organized and responsible
   - Able to work under pressure in fast-paced professional working environment
   - Punctual and reliable with a commitment to learning and self-improvement
   - Strong written and verbal (English) communication skills
   - Basic computer skills (able to use Microsoft Word, Excel and PowerPoint)
4. **HOW TO APPLY:** If you are interested, please send the following to LAVIrecruitment@dai.com by December 20, 2019.

   a. A cover letter that explains (1) why you are interested in the LAVI program and (2) why you are best suited for this job?
   b. Name of three professional references.

USAID LAVI values diversity and inclusion and strongly encourages WOMEN and persons from marginalized groups to apply

18th Street & Warner Avenue Monrovia