1. **Donor Coordinator** – the Donor Coordinator will monitor the use and reporting of donor and grant funding and other sources of financial aid to ensure compliance with the highest national and international fiduciary standards. The incumbent will also assist in the coordination and management of education projects, especially donor funded projects. He/She will work to promote harmonization of MoE policy and program priorities with donor funded projects in ways that promotes country ownership and sustainability.

**Qualifications**

- Bachelor degree in Project Management.
- Two years related experience in the working and managing donor funded projects and experience in educational sector.

**Short Term Technical Assistance**

**Consultant** - to provide technical advice and high level support for the formulation of a proposed Liberia Technical and Vocational Skills Development Project (LTVSDP) to be funded by the Government of Liberia and other agencies.

**Scope of Work** – the assignment will include conducting a desk review of the relevant literature on TVET, including National Development Plans, Policy Documents, Strategic Plans, relevant annual reports and other literature on TVET in the country.

- Preparation of Project Concept Note
- Preparation of Project Formulation Document
- Preparation of Project Appraisal Document

**Qualifications**

- At least ten years of experience in the design, planning, and implementation of technical and vocational education and training programs; international experience is an advantage.
- TVET Specialist should have a proven track record in producing high quality technical and funding proposal that were actually funded to finance TVET projects, preferably in Africa
- Must have a post graduate degree in engineering or related technical-vocational fields; additional qualifications in education is an advantage.
- Extensive experience in working with development partners in developing all aspects of TVET projects; from proof of concept to construction phases.

STTA/Consultant Technical Advisor Center for Educational Management
Consistent with the 2011 Education Act, the Ministry of Education is expected to establish the Center of Education Management. The key mandate of the CEM is to provide technical support to all components of the educational system to ensure effective implementation and management of priority programs mandated in the Law.

**Scope of Work** – the assignment will include technical support for all divisions within the MoE in keeping with the Decentralization Plan. This will require extensive knowledge of the following: TVET, Teacher Education, Early Childhood, Basic and Secondary Education, Educational Planning and Management. The development of funding proposals to support program priorities will be a key task to ensure that gaps in programs are properly addressed by the MoE.

- Preparation of Project Appraisal Document.

**Qualifications**

- At least ten years of experience in educational systems management, especially in Africa
- Experience in the design, planning, and implementation of basic and secondary education, special education, teacher education, distance learning programs; international experience is an advantage.
- Specialist should have a proven track record in producing high quality technical and funding proposal that were actually funded to finance TVET projects, preferably in Africa
- Must have a post graduate degree in educational management or related fields; Ph.D. qualification in education is an advantage.
- Extensive experience in working with development partners in developing all aspects of education.

Please submit application to:
Mr. Othello Hodge
Human Resource Manager
Ministry of Education
3rd Street Sinkor
Monrovia, Liberia

**Note:** For further details about the vacancies, please refer to the Executive Mansion website at [www.emansion.gov.lr](http://www.emansion.gov.lr).

Deadline for submittal for applications is October 7, 2013.