



JOB TITLE: WCPE Extension One Stop Centre Project Manager (1 position)
LOCATION: Montserrado
Position reports to: WCPE Coordinator
START DATE: January 15, 2019
EMPLOYMENT TYPE: Full Time
DURATION: 6 months
SALARY BAND: Grade 7B

BACKGROUND:

Founded in 1933, the International Rescue Committee is one of the most prominent international organizations working in relief, rehabilitation, protection, post-conflict development, resettlement services and advocacy for those uprooted or affected by violent conflict and oppression.

PROJECT DESCRIPTION:

Through the proposed intervention the IRC, which has been programming in Liberia since 1996, will provide technical and material support to ensure that the five gender based violence (GBV) One Stop Centers (OSCs) in Montserrado County are functioning effectively to support adolescent girls, women and survivors to access safe, timely and quality GBV response services when they experience GBV. The IRC will enable the GBV OSCs to scale up their case management and psychosocial support service provision to women and girls experiencing GBV by providing assigned case management officers.

RESPONSIBILITIES

Project Administration

- The Project Manager will manage the OSC Extension Project and is responsible as lead trainer for the delivery of technically comprehensive and competent training packages outlined in the project implementation plan and proposal;
- The Project Manager will report to WCP&E Coordinator with dotted line technical support from the Deputy Director of Programs;
- In collaboration with the WCPE Coordinator, assess the capacity building needs of staff at OSCs and act according to the needs;
- Supervise case management officers to carry out all case management program activities— survivor support, weekly and monthly plans for case management - and ensure weekly work-plans for case workers are prepared and followed;
- Hold regular monthly meetings with case workers;
- Compile bi-weekly GBVIMS data, including monthly statistics from the one stop centers and submit to WCPE Coordinator;
- Compile and submit monthly project reports to WCPE Coordinator (every 5th of the following month); and
- Ensure that all work is done in accordance with established protocols and within ethical guidelines.

Financial and Logistical Responsibilities

- Communicate supply and logistical needs to the WCPE Coordinator and ensure adherence to all relevant IRC policies; and
- Ensure adherence to IRC Finance and Logistics Policies.

Staff Support and Supervision

- Ensure regular on-site supervision and mentoring of case workers;
- Develop, deliver and evaluate quality capacity building training for one stop centers staff;
- Ensure that all work with survivors is carried out in accordance with established protocols, best practice standards, and guidelines; and
- As needed for difficult or complex cases, provide assistance to case workers and where appropriate liaise with WCPE Coordinator and DDP when necessary.

Planning and Coordination

- Communicate program progress, constraints, needs identified and any other matters pertaining to the operations of the program to the WCPE Coordinator.
- Attend regular Health Pillar coordination meetings as needed to ensure that all sectors (health, legal/justice, security, and psychosocial) are working together to meet the needs of survivors and to prevent VAWG.

General Responsibilities

- Foster team spirit among program staff;
- Ensure protection of beneficiaries from sexual exploitation and abuse by immediately reporting as per the IRC Way; and
- Carry out any other tasks designated by the WCPE Coordinator to ensure proper functioning of the program.

REQUIREMENTS:

- Bachelor of Arts or Science in Social Science, Public Health, Humanities or other related field desirable;
- Clear understanding of gender, human rights, and issues surrounding violence against women and girls;
- Experience facilitating trainings and workshops and mentoring staff;
- Show competence and understanding of GBV and gender;
- At least five years of experience working with an international NGO, experience with GBV or gender-focused programs preferred;
- Comfortable with computers, demonstrated ability to use Word and Excel;
- Comfortable working as a team and in coordination with other health care service providers;
- Proven ability to work on tight timelines;
- Strong verbal and written English skills;
- Clear understanding of and interest in the wellbeing of women and girls, and demonstrated experience supporting the post-trauma healing process;
- Demonstrated understanding of and ability to maintain confidentiality and respect for clients;
- Positive and professional attitude, including ability to lead and work well in a team setting; and
- Demonstrated ability to maintain composure, prioritize work under pressure, and work in a difficult environment.

Standard for professional Conduct: IRC Way

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way – Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

To apply: e-mail your CV and covering letter to IRCLiberia.Recruitment@rescue.org OR addressed hard copy to: The HR/Admin Manager, International Rescue Committee, 11th & 12th Streets, Russell Avenue, Sinkor, Monrovia, Liberia or forward Application to IRC's nearest offices in Lofa, Bong, Sanniquellie and Clearly Label the envelope (Application: **WCP Extension One Stop Center Project Manager**)

Deadline for Submission of Application is January 12, 2018 at 4:00 PM