Liberia Accountability and Voice Initiative (LAVI)
Network Building & Advocacy Intern

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. The network building and advocacy team is responsible for facilitating inclusive and diverse partnerships and coalitions, including CSOs, government and private sector actors to build and execute multi stakeholder advocacy interventions under LAVI’s four objectives:

- Increase horizontal and vertical linkages among actors engaged in similar issues.
- Increase organization capacity of targeted civil society organizations (CSOs) to participate in issue-base reforms.
- Promote the development of ongoing capacity development services on the local market and ensure that learning and methodologies are shared and applied by other development actors.

2. **Location**: Monrovia, Liberia

3. **Period of performance**: Full time for 6 months, with possibility for extension.

4. **Scope of Work**: The Network Building and Advocacy Intern will be responsible for supporting the network building and advocacy team to assist in program and administrative works related to providing technical support to LAVI’s grantee partners. The Network building & Advocacy Intern will have the following responsibilities and duties:

   - Support the Network Building and Advocacy Team in capturing by note taking and the drafting of weekly updates and grants notes
   - Assist the Network Building and Advocacy Team with LAVI’s outreach initiatives
   - Assist the Network Building and Advocacy team to track needed technical support to LAVI’s grantee partners and internal coordination initiatives
   - Assist the Network Building and Advocacy Team to develop and update regular follow up list for timely response to appropriate deliverables on Key technical issues

5. **Qualifications**: LAVI is seeking candidates with the following qualifications:

   - Demonstrated experience in serving the community through volunteer work or involvement in extracurricular activities.
   - Must be a recent college or University graduate (in the past 3 years) with an accumulative graduate GPA of at least 3.0
   - Able to work effectively in teams
   - Quick learner and take initiatives
   - Well organized and responsible
   - Able to work under pressure in fast-paced professional working environment
   - Punctual and reliable with a commitment to learning to learning and self-improvement
   - Strong written and verbal English communication skills
   - Basic computer skills (able to use Microsoft Word, Excel and PowerPoint)
HOW TO APPLY: If you are interested, please send the following to LAVIrecruitment@dai.com by December 20, 2019

- CV
- A cover letter /application that explains (1) why you are interested in the LAVI program and the Network Building and Advocacy intern position (2) why you are best suited for this internship?
- Name of three professional, academic, or community service references

Note that a small stipend will be provided.

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