

Department: Programme

Responsible to: Area Manager

Location: Cape Mount

Contract length: 12 Months

Our vision

That every child receives one daily meal in their place of education and that all those who have more than they need, share with those who lack even the most basic things.

Our mission

To enable people to offer their money, goods, skills, time, or prayer, and through this involvement, provide the most effective help to those suffering the effects of extreme poverty in the world's poorest communities.

Our values

Confidence in the innate goodness of people – respect the dignity of every human being and family life – good stewardship of resources entrusted to us.

Job purpose:

Reporting to the Area Manager, the Technical Officer will support the Mary's Meals Liberia School Feeding Programme team by working in partnership with PTA's and School Feeding Committees, safeguarding and improving the public health of the beneficiaries currently being fed by MM, promoting child protection issues, initiating and supporting community engagement activities, collecting data on key indicators of success, assessing stock, providing training where required and engaging with schools on the promotion of the school garden.

Qualifications, skills and experience	Essential	Desirable
Tertiary certification in Development Studies, Social work, Education, Agriculture, Public Health or any related subject/field	✓	
At least 12 months' experience in education, health, agriculture or other community related work.	✓	
At least a diploma in any of the above-mentioned fields		✓
Experience working in an INGO environment		✓
Ability to ride a motorcycle and licensed to ride in Liberia		✓
Should have ability to facilitate and moderate group training sessions	✓	
Should have well-developed community mobilization and capacity development skills	✓	
Should have basic computer skills like the use of Microsoft word and excel		✓
Should have basic report writing skills and significant change story documentation		✓
Should have good team work and networking skills		✓
Should have effective communication skills in both written and oral forms		✓

Mary's Meals International manager competencies

All Mary's Meals International employees approach their role in line with the 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I'm authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement

	<ul style="list-style-type: none"> • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I develop strategy and translate it into action
Strengthen	<ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent
Success	<ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for change

Changes to the job description

As the organisation evolves, job descriptions may need to be reviewed and if appropriate, changed. Such changes may be initiated as necessary by the manager of this position in consultation with the employee. This job description may also be reviewed as part of preparations for the annual Personal Development Review.

To apply, please send your CV (maximum 3 pages) with details of three professional references (emails and cell numbers) and a cover letter explaining why you are interested in the role to Jobs.Liberia@marysmeals.org

Your covering letter should make a compelling case for why you feel motivated to work for Mary's Meals Liberia in this role, as well as giving a concise overview of your most relevant skills and experience and should fill no more than two pages of A4.

As part of our commitment to safeguarding children you will be required to provide an up to date Police Clearance of good conduct (Liberian nationals) Closing date: Tuesday 22nd January 2019 at 5pm. Interviews: Interview dates will be communicated to shortlisted candidates. While Mary's Meals Liberia will endeavour to contact all candidates within a reasonable time, this may not always be possible due to limited resources. Therefore, if you have not heard from us within two weeks of the closing date, you can assume that your application has, on this occasion, been unsuccessful. Mary's Meals Liberia is an equal opportunities employer. All applicants will be judged strictly on the basis of merit.

Please note: A second interview stage may be required.

Mary's Meals is an equal opportunities employer, all who meet the criteria are encouraged to apply.