



Vacancy Notice

Job Title: Project Administration Officer (Peacebuilding Programme)

Duty station: Monrovia, with occasional travel to the counties.

Reports to: ZOA Liberia Manager of General Affairs (MGA)

ZOA supports those affected by violent conflicts, natural disasters, and chronic poverty in fragile states, irrespective of race, gender, ethnicity, religion, or age. By working alongside communities, we contribute to signs of hope and restoration, supporting people to overcome hardship and rebuild their lives. Inspired by our Christian faith, we provide relief, hope and recovery to people impacted by conflicts and disasters, as we work towards a world where people have hope and live dignified lives in peaceful communities. We value people, we are faithful, we are good stewards, and we serve with integrity. In Liberia, ZOA delivers innovative, and ground-breaking projects in Food Security and Livelihoods, WASH, TVET, Home Grown School Meals, and Peacebuilding, with a strong focus on inclusion, participation and sustainability, thereby achieving lasting positive change.

Job Description:

- Support the MGA, Programme Manager, and Peacebuilding Project Coordinator to ensure the smooth and efficient administration of ZOA Liberia's projects;
- Disbursement of cash to project beneficiaries including community based sociotherapy (CBS) programme at the county level;
- Ensure that ZOA Liberia Political Reconciliation project administration files are up to date and complete;
- Support the Peacebuilding Project Coordinator to maintain and update a detailed implementation plan for the Political Reconciliation Project, ensuring that all planned activities are communicated on a monthly basis;
- Support the timely compilation of all project related information required for internal and donor reporting;
- Support the Peacebuilding Project Coordinator and Officers with required documentation, communications and scheduled meetings;
- Support the Monitoring, Evaluation, Accountability and Learning (MEAL) Officer to compile and file M&E information;
- Support the drafting of project reports by providing templates and information as required;
- Ensure that project visibility requirements are met, including compiling, and issuing material for social media, as approved by the Country Director;
- Ensure that processes of disbursements to project participants are conducted in an effective and timely manner, following ZOA policy, and in particular, guaranteeing that all disbursements are properly recorded, and all documentation filed;
- Support Programme staff to ensure that all planned project events are properly scheduled and managed;
- Provide information to the MGA, Country Director and Programme Managers and Coordinators as required;
- Ensure that all routine project meetings (e.g. consortium meetings) are scheduled on outlook for relevant staff, and that agendas and minutes are prepared;
- Book meeting rooms;
- Arrange travel and accommodation for project visitors and staff;
- Carry out any other reasonable duties as directed by the Manager General Affairs and Country Director.

Qualifications

- A university degree in Administration and Management and/or qualifications in Finance and Accounting are a plus;

Skills and Experience:

The successful candidate will have at least three years of professional experience in administration and/or project management, preferably including experience working for a non-governmental organisation, as well as good analytical and organisational skills. In addition, the following skills and competencies are required:

- Advanced Excel knowledge and skills;
- Excellent facilitation, communication and interpersonal skills;
- Command of both spoken and written English;
- Strong organization skills with a problem-solving attitude
- Attention to detail.
- Demonstrated strong problem-solving skills as well as exceptional customer relations (both internally & externally); provides sound judgment and contractual oversight
- Excellent communications and personnel management skills and ability to relate to people at all levels of an organization and of different multi-cultural backgrounds
- Extremely well organized and self-directed individual;
- Strong organization skills with a problem-solving attitude;
- Proven work experience as an Administrative Officer, Administrator or similar role
- Solid knowledge of office procedures;
- Attention to detail;
- Ability to work in a flexible startup environment;
- Must have integrity and a strong work ethic; must embrace being accountable;

Terms of Employment:

This is a full-time position and will be contracted for an initial 11-month period, with possibility of extension. This is a national position. Appointment depends on funding being secured.

How to Apply:

A letter explaining your suitability for the role of no more than one page, and CV, as well as contact details for three referees (including latest, or current employer) should be addressed to ZOA's Country Director,, Chris MacLulich and sent by email only to ZOA's Office Administrator at the following email address: r.jones@zoa.ngo

All applications must be received by 17:00 Monday 7th January 2019. Only short-listed candidates will be contacted. Short-listed candidates will be invited to an interview, which will also include proficiency tests