



## Vacancy Notice

**Job Title:** Peacebuilding Project Officer (Political Reconciliation)

**Duty station:** Monrovia, with regular travel in Liberia.

**Reports to:** ZOA Liberia's Peacebuilding Project Coordinator

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.

### **Role Purpose:**

Reporting to ZOA's Peacebuilding Project Coordinator, the purpose of this position is to ensure high quality and timely implementation and monitoring of a major component of ZOA's peacebuilding program in Liberia. The post holder will work closely with the Government of Liberia's (GOL) Peacebuilding Office and Office of the National Peace Ambassador to implement a strategy designed to enhance civic trust and engagement, intergroup reconciliation and to promote political reconciliation at the county, district and community levels. The position will also work alongside GOL to strengthen Early Warning and Early Response (EWER) mechanisms.

### **Duties and Responsibilities:**

- Ensure that all planned activities in ZOA's political reconciliation programme in Liberia are implemented and documented;
- Conduct consultation and training workshops for county peace committees and local early warning and early response actors;
- Provide capacity building support to three early warning and early response volunteers at the three regional hubs in Gbarnga, Harper and Zwedru;
- Provide support in terms of mentoring, coaching and training of LERN Platform focal points for the purpose of enhancing political reconciliation at the community, district and county levels;
- Support ZOA and partners in conducting political conflict trend analysis in the 15 counties;
- Assist in organizing political reconciliation dialogues and develop peacebuilding action plans per district;
- Organize district level consultation to agree on strategy for implementing action plan from the political reconciliation dialogues;
- Conduct intergroup reconciliation, dialogues and healing processes at the district and county levels;
- Conduct civic engagement through town hall meetings to increase and promote public participation;
- Based on approval by the Peacebuilding Project Coordinator, liaise with political actors on critical political issues that could undermine peace and reconciliation at the district and county levels;
- Assist in the capacity building and training of youth in conflict prevention and leadership to serve as agents of peace in the counties;
- Liaise with Monitoring and Evaluation Officer of both ZOA and PBO as required to track results of the project;
- Support a positive working relationship with ZOA's partners in peacebuilding, in particular, the Liberia Peacebuilding Office, Office (PBO), the Office of the National Peace Ambassador (ONPA) and the Government of Liberia;
- Report to ZOA Peacebuilding Coordinator and PBO Senior Program Manager;
- Complete regular reports on project activities and outputs;

- Support and carry out monitoring and evaluation activities for the ZOA political reconciliation program in collaboration with the MEAL officer, external consultants and under the guidance of the Peacebuilding Project Coordinator;
- Ensure that project administration is in order, properly executed and up to date;
- Work closely with ZOA's partner, PBO and ONPA to ensure the full implementation of the project;
- Support POB and ONPA to ensure that community leaders and government officials engage in positive dialogue with community members in all political reconciliation dialogues;
- Participate in all capacity building initiatives, filed assessments, monitoring and political reconciliation dialogues as required;
- Support external consultants to conduct monitoring, and evaluation;
- Maintain positive relationships with all relevant actors in programme area;
- Support the Peacebuilding Project Coordinator and ZOA colleagues to ensure proper administration and management of the project;
- Participate in country wide programme and knowledge development;
- Draft monthly report and weekly updates;
- Contribute to donor and ZOA's quarterly reports
- Managing relationships with ZOA and other community leaders.
- Managing relationships with local authorities
- Ensuring that any Safety, Security and Safeguarding concerns are addressed immediately and in line with ZOA Policy
- Report any adverse incidents to ZOA Program Coordinator.

### **Qualifications and Experience**

- At least three years of community focused experience working for a non-governmental organization or civil society organization, preferably in Liberia;
- A degree in Political Science, Conflict Prevent, Peacebuilding Social Sciences, Peace Studies, Education, Anthropology, Public Health, Development Studies, Psychology or another related field;
- Experience of community development work
- Excellent facilitation, communication and interpersonal skills;
- Command of both spoken and written English;
- Knowledge of the usual computer software applications;
- Strong team building skills;
- Good understanding of a rights-based approach, partnership methodologies and practical working experience in partnership with civil society organizations.
- Fluency in written and spoken English;
- Self-motivated with the ability to meet deadlines;
- Practical problem-solving skills in a difficult environment;
- Ability to work in and promote a team environment/concept; flexible and easily adaptable to change;

### **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](mailto:r.jones@zoa.ngo)

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