



Vacancy Notice

Job Title: Peacebuilding Intern- 2 positions (Political Reconciliation)

Duty station: Monrovia, with regular travel in Liberia.

Reports to: ZOA Liberia's Peacebuilding Project Coordinator, and Senior Program officer of Liberia Peacebuilding Office

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 and the Senior Programme Office of the Liberia Peace building Office, the PBO intern and ZOA intern will work within the respective teams (one positioned in ZOA and the other in the Peacebuilding Office). They will participate actively in the project activities and will be trained in peacebuilding, mediation and conflict resolution and advocacy. Responsibilities will be given to the interns to engage with the young people participating in the project activities.

Duties and Responsibilities:

- Work along with the peacebuilding coordinator of ZOA, the Peacebuilding Office of Liberia and the office of the National Peace Ambassador to ensure the implementation of the Political Reconciliation Programme across the country;
- Assisting with Monitoring Evaluation of the Project;
- Engage with the young people participating in the project activities.
- Participate in conflict analysis as may be required;
- Participate in Research and contribute to reports;
- Under take field visits;
- Assisting with Monitoring Evaluation of the Project;
- Monitoring and updating essential country-specific data;
- Provide support to ZOA Peacebuilding office, (GOL) peacebuilding office and Early warning and Early Response (EWER) mechanism;
- Complete regular reports on project activities and outputs;
- Delegation to duties and assignments;
- Contribute to donor and ZOA's quarterly reports;
- Report to ZOA Peacebuilding Coordinator and PBO Senior Program Manager;
- Support external consultants to conduct monitoring, and evaluation as required;
- 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
- 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 the Liberia Peacebuilding Office, (PBO), the Office of the National Peace Ambassador (ONPA) and the Government of Liberia;
- Must demonstrated that they are already active in peacebuilding.
- Attend peacebuilding workshops and training as may be required

Qualifications and Experience/Skills

- High school graduate, recent graduates also welcome to apply;
- Individual initiative and flexibility;
- Excellent writing and oral communication skills;
- Experience with or understanding of the Liberia National Reconciliation Programme
- Knowledge of the usual computer software applications;
- Strong team building skills.
- 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 an intern 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 Friday 18th January 2019. Only short-listed candidates will be contacted. Short-listed candidates will be invited to an interview, which will also include proficiency tests.