



With funding from German Cooperation Deutsche Zusammenarbeit (BMZ) and Welthungerhilfe (WHH), Serving Humanity for Empowerment and Development (SHED), formerly Finn Church Aid (FCA) is seeking qualified Liberians to occupy the vacant positions in her upcoming food security project “Strengthening Food Security and Local Egg Production in Rural Montserrado and Bong Counties”, conforming to the job descriptions below of the various positions. The project is geared toward providing improved economic and nutritional livelihoods through localized, commercial egg and vegetable production for women, adolescents and the elderly in rural communities in Montserrado and Bong Counties. The five requested vacancies are full time positions that will provide relevant support to the implementation of the project, ensuring that the project meet its objectives.

About SHED

SHED, formerly Finn Church Aid is a Liberian organization established as a national office following FCA's ten (10) years of work in Liberia. We are a right based organization working in four thematic areas: right livelihoods, right peace, right quality education, and Watsan. Our head office is located Johnson Compound, adjacent Musu Spot, Congo Town. SHED's action is guided by international human rights standards and principles. As a right based actor, SHED facilitates dialogues and peace building between the right-holders and duty bearers to address root causes of conflict.



1. JOB/POSITION DESCRIPTION

Position Title:	Finance Officer _ Project LBR 1064-19
Supervisor/Reports to:	Country Accountant
Co-Supervisor:	
Position Description:	New
Deadline for Submission:	February 7, 2020
Duration	until the end of December 2020, with possible extension
Duty Station:	Monrovia, Montserrado County

POSITION SUMMARY:

On a day-to-day basis, the Finance Officer will carry out a variety of accounting functions required to ensure the financial needs of the project is met and that all financial transactions are carried out and recorded with integrity and in accordance with SHED and donor guidelines. S/he should be familiar with QuickBooks financial software, audit processes and procedures, budget preparations, financial accounting practices, including bank reconciliations, accounts payable and accounts receivable etc.

KEY RESPONSIBILITIES

- ✓ Takes charge of the day to day financial records of the project with supervision from the Country Accountant
- ✓ Partake in the preparation of bank vouchers, verification of third party documents, and financial reports for project LBR-1064.19;
- ✓ File all posted bank vouchers;
- ✓ Assist in the preparation of staff payroll;
- ✓ Payment of income tax and other GOL taxes in relation service providers on the project
- ✓ Participate in the preparation of donors' financial reports on monthly, quarterly and annual basis;
- ✓ Conduct semi-annual inventory count for the project;
- ✓ Prepare and maintain staff time sheet on the project on a monthly basis;
- ✓ Support in preparation for audit related to project LBR-1064-19
- ✓ Performs other duties as requires by SHED Management in relation to the project

EDUCATION/ EXPERIENCE/ CREDENTIALS

- ✓ Bachelor degree in Accounting with an added advantage of knowledge of QuickBooks financial software, Microsoft Excel, Word and PowerPoint;
- ✓ At least 4 years of experience working in Accountant and/or in financial position and working with INGO/NGO;
- ✓ A strong sense of ethics and honesty with attention to detail is mandatory;
- ✓ Good organizational skills and interpersonal skills will be advantageous.



2. JOB/POSITION DESCRIPTION

Position Title:	Agriculture Field Officer _Project LBR1064-19
Supervisor/Reports to:	Program Director
Co-Supervisor:	Farm Manager
Position Description:	New
Deadline for Submission:	February 7, 2020
Duration	until the end of December 2020, with possible extension
Duty Station:	Montserrado County

POSITION SUMMARY:

The Agriculture Field Officer (AFO) is responsible for coordination, implementation, monitoring and reporting of all agricultural activities within his/her respective assigned area in accordance with the best practices of the project. The agricultural activities will mainly focus on poultry and corn productions. The AFO is also responsible to provide technical support to project beneficiaries, including the provision of agricultural related trainings at the field level.

KEY RESPONSIBILITIES

- ✓ Serve as primary liaison of SHED to government representatives, line ministries and communities, including attending meetings at the field office level;
- ✓ Shall set up, maintain, monitor and report on a series of best poultry, maize, and vegetables management practices and field demonstrations with participating farmers with in the two counties ;
- ✓ Engage in the mobilization, awareness raising, and supervision of farmers for project implementation;
- ✓ Engage in aspects of the production, processing, value addition, transportation or marketing of farm product;
- ✓ Conduct farmer-training program in Poultry, corn and vegetable productions, including prevention, control, and treatment;
- ✓ Monitor farmers' implementation from planting/ rearing to harvesting of products;
- ✓ Formulate and process raw materials into poultry feed for layers;
- ✓ Provide technical services of administering medications when needed in poultry houses;
- ✓ Provides technical advice for the advancement of the poultry farm;
- ✓ Provides monthly update/reports of the poultry component of the project;
- ✓ Make follow-up and report new cases affecting poultry, corn and vegetable farmers to SHED's Demonstration Farm for possible solutions;
- ✓ Ability to identify, diagnose, and prescribe medication or vaccines for poultry birds;



- ✓ Establish an enabling environment for the farmers, where they can share their farming problems and seek collective solution (Farm Field School);
- ✓ Ensure that Farmers adopt Climate SMART Agriculture in the field;
- ✓ Supervises and coordinates activities of farmers engaged in corn, vegetables, raising poultry, maintaining equipment facilities in their coop.

EDUCATION/ EXPERIENCE/ CREDENTIALS

- ✓ Bachelor's degree in Agriculture, Agri-Business or related fields. Associate (AA) degree or its equivalent in any of the above/similar discipline fields may be considered;
- ✓ At least 3 years of experience working with farmers in poultry, vegetables and maize productions and marketing;
- ✓ Experience with community mobilization and working with INGOs/NGOs;
- ✓ Capacity and willingness to learn new skills, research methods, and work routines under the mentorship of Team/Project Leader;
- ✓ Knowledgeable of Village Saving Loan Association (VSLA) and Farmer School Field Approach;
- ✓ Computer literate with proficiency in MS Office;
- ✓ Report writing;
- ✓ Ability to ride bike.



3. JOB/POSITION DESCRIPTION

Table with 2 columns: Field Name and Value. Fields include Position Title, Supervisor/Reports to, Co-Supervisor, Position Description, Deadline for Submission, Duration, and Duty Station.

POSITION SUMMARY:

The Drivers will be responsible for the safe transport of SHED teams as well as of materials needed for project activities. The drivers will be responsible for the maintenance of vehicles, ensuring regular checks are carried out and vehicles are in perfect running condition.

KEY RESPONSIBILITIES

- Checklist of 9 responsibilities including operating vehicles safely, transporting staff, maintaining mileage logs, safety checks, fueling, and reporting accidents.

EDUCATION/ EXPERIENCE/ CREDENTIALS:

- Checklist of 4 requirements: High school diploma, valid Liberian driver's license, recent eye test certificate, and English proficiency.



- ✓ Ability to drive under difficult situations, especially during the rainy season including the use of 4W-driving;
- ✓ Demonstrate accuracy in filling out paperwork;
- ✓ Ability to meet and interact with public and employees with tact, courtesy and discretion;
- ✓ Willingness to work in emergency situations and during odd hours, weekends and holidays when required;
- ✓ Knowledge of general vehicle maintenance and ability to plan vehicle maintenance for such conditions;



4. JOB/POSITION DESCRIPTION

Position Title:	M & E Officer _ Project LBR 1064- 19
Supervisor/Reports to:	Program Director
Co-Supervisor:	
Position Description:	New
Deadline for Submission:	February 7, 2020
Duration	until the end of December 2020, with possible extension
Duty Station:	Monrovia, Montserrado County

POSITION SUMMARY:

The Monitoring & Evaluation Officer is responsible for the measurement, monitoring, evaluation, and reporting activities under the project. S/he will also be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Project. S/he will assist the Program Director to develop a systematic monitoring plan to improve the qualitative and quantitative evidence gathered by the project.

KEY RESPONSIBILITIES

- ✓ Lead project team in the development and implementation of an M&E system and oversee routine project monitoring activities. Ensure the quality and relevance of the project's monitoring and evaluation design;
- ✓ Utilize the Collaborative, Learning and Adapting Approach to continually assess project progress and inform project management decision-making;
- ✓ Ensure the quality of M&E related data to be collected throughout the project implementation;
- ✓ Document results of the M & E system and produce periodic reports required by SHED and donor agency;
- ✓ Assist and train project team in required data collection methodology, M & E system and data analysis;
- ✓ Assist in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement;
- ✓ Assist in the development and/or finalization of the detailed project work plan and update project activities and timeframes;
- ✓ Assist in developing the overall framework for project M&E including mid-term project review and impact assessment. This includes developing a project performance monitoring plan with relevant data collection systems;
- ✓ Maintain baseline data for each project component and for all project indicators;
- ✓ Keep SHED's MEAL files up to date and ensure that all relevant MEAL documents are saved and filed;
- ✓ Collect data on a regular basis to measure achievement against the performance indicators.



EDUCATION/ EXPERIENCE/ CREDENTIALS

- ✓ Bachelor's Degree in Statistics, Economics, Agricultural Economics, Social Science, Public Policy, in a field related to the terms of reference;
- ✓ Minimum 4 years of relevant professional experience in project management, project monitoring and evaluation and relevant connected fields;
- ✓ Experience in working with international organizations and a good knowledge of NGOs and other local development agencies will be considered an asset;
- ✓ Good communication and social skills;
- ✓ Excellent computer skills (Word, Excel, Access) and MIS systems, including knowledge of common statistical software package (SPSS) is a plus;
- ✓ Good team working skills;
- ✓ Effective networking skills;
- ✓ Experience and capacity in institutionalizing M&E systems and standards;
- ✓ Strong experience with data collection, management, analysis and report production;
- ✓ Spoken and strong writing skills to prepare reports, promotional materials and oral presentation;
- ✓ Fluent in English

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 and sent by email only to the following addresses of SHED:

Ms Joyce Queeglay-Pajibo, Executive Director SHED
Email: joyce.pajibo@kua.fi

Mr Emmanuel Sandi, Programme Director SHED
Email: emmanuel.sandi@kua.fi

All applications must be received by 17:00 Tuesday, February 5, 2020. Kindly indicate the position you are applying for in the "subject" section of your email and your letter of motivation as well. Only short-listed candidates will be contacted. We regret that due to the high volume of responses only short-listed candidates will be invited to an interview, which will also include proficiency tests. Women are highly encouraged to apply.