



Position: School Monitor

Duty Station: Montserratado (3 persons), Margibi (2 persons), Nimba (2 persons) & Grand Bassa (2 persons)

Report to: Education Assistant

Supervisees: School Administrators and Teachers

Duration: One (1) year with possible extension base on funding

Background

Founded in 2011, Youth Movement for Collective Action (UMOVEMENT) is registered non-governmental, non-political and non-for-profit organizations; which strongly believe that a good education is the key to breaking the cycle of poverty and can create a better future for children and their families. UMOVEMENT programs compliment the effort of the Ministry of Education and the Sustainable Development Goals (SDGs:3,4,5&16). The core programs of Youth Movement for Collective Action are Education, Health Promotion, Disease Prevention, & Livelihood.

Meanwhile, Youth Movement for collective Action invites qualified individuals for the position indicated above. Applicants are requested to submit an application letter along with their CVs.

Duty # 1. Project Management (50%)

- Supervise the set up and smooth implementation of UMOVEMENT education program within schools and communities.
- Ensure accurate, timely, and transparent reporting that highlights faculty & students daily attendance, project success stories, Challenges, and recommendations as per UMOVEMENT/project approved reporting template.
- In collaboration with the Education Officer, review monthly reports to identify areas of concern to enable revise approaches if necessary.
- Coordinate the orderliness of program monitoring by MOE, Donors, & UMOVEMENT quality assurance personnel.
- Ensure that all project staff are aware of and adhere to UMOVEMENT approved policies.
- Ensure that all UMOVEMENT/program assets are assign and maintain in line with UMOVEMENT and donor policies and systems.
- Ensure the retention of an accurate, detailed, up-to-date and relevant information file on programs and academic activities to enable the production of reports on what UMOVEMENT has done and lessons learned.

Duty # 2. Partnerships (25%)

- Identify, establish and maintain collaboration with local/international partners, stakeholders and key beneficiaries through regular consultation and meetings.

- Liaise with the Education Officer and represent UMOVEMENT at local & international Education stakeholders' meetings at county level and feed back to Education Officer.
- Ensure the smooth organization of activities, events, and sport festivals in collaboration with community partners to mobilize local communities for health education, immunization and special events.
- Encourage and support local ownership over the project including supporting partners and community led initiatives.

Duty # 3. Training and Capacity Building (25%)

- Collaborate with the Education Officer to identify and provide for the capacity needs of faculty members and infrastructure.
- Ensure that Education and training at UMOVEMENT run schools reflect good and equal opportunity practice.
- Act as a role model to others and challenge poor institutional/academic practices.
- Actively and regularly evaluate academic actions and act on feedback received.
- Perform other duties/responsibilities as assign by Education Officer.

Requirements/Person specification

- An Associate of Arts Degree in Education or any other related field.
- At least 2 years working experience with education in not for profit public/private sector
- Good command of Ms Office applications
- Experience with Ministry of Education policies and programming preferred
- Experience working with Liberian government agencies desirable
- Experience working with civil society and/or NGOs preferred

Person specification

- Strong command of English
- Good interpersonal and communication skills
- Interest in IT innovations and use of media
- An individual with initiatives and strong team work skills
- Clearly conveying information and ideas through a variety of media to individuals or groups
- Establish courses of action for self and others to ensure work completed efficiently and effectively

Competencies:

Professionalism

Ability to apply various UMOVEMENT school monitoring strategies and implementation as designed. Show pride in work, demonstrate professional competence of subject matter, is conscientious and efficient in meeting commitments, observing deadlines & achieving results;

show persistence when faced with difficult challenges, and the ability to identify issues, formulate opinions & make recommendations.

Communication

Speak and writes clearly and effectively; listen to others, correctly interpret messages from others and respond appropriately; demonstrate openness in sharing information and keeping people informed.

Teamwork

Work collaboratively with colleagues to achieved organizational goals, solicit inputs by genuinely valuing others ideas; is willing to learn from others; place team agenda first; support and act in accordance with final group decision.

Planning & Organizing

Develop clear goals that are consistent with agreed strategies, identify priority activities and assignments; allocate appropriate amount of time for completing work; use time efficiently.

Accountability

Take ownership of all responsibilities & operates in compliance with the organization regulations and procedures.

Creativity

Actively seek to improve school monitoring & supervision; take calculated risks on new and unusual idea; take an interest in new ideas and new ways of doing things.

Preference will be given to equally qualified women applicants.
Completed detailed applications documentation as specified above referring to **Vacancy # 005 School Monitor & County Applying for** should be forwarded to the attention of:
umovementliberia@gmail.com

Note: Deadline for Submission of application-July 30, 2021