

# Field Coordinator- Liberia



## Summary of the Position

Nascent Solutions is seeking to recruit a Field Coordinator to help support a USAID- food security project in Turbmanburg, Liberia. The Field Coordinator will oversee all project activities in the areas of intervention. She/he will be required to spend about 80% of their time effectively following up project activities, mobilizing partners, collecting data, controlling commodity management and reporting on the various project activities. She/he will collaborate with the project technical staff and local community partners. She/he will work directly under the supervision of the Program Manager.

<b>Location:</b>	Turbmanburg, Liberia
<b>Type of Employment:</b>	Salaried, full-time
<b>Travel:</b>	Approximately 80 % travel for field work
<b>Reporting:</b>	Reports to Program Manager

## **PRIMARY DUTIES & RESPONSIBILITIES**

- Support the planning and implementation of program activities by ensuring that interventions are well managed to create multiplayer effects across the sectors;
- Train project beneficiaries on improved gardening and nutrition practices;
- Mobilize and encourage beneficiaries to participate in village savings plan and supervise food distributions;
- Conduct frequent field visits to project sites to assess activities and ensure efficient use of resources;
- Establish and maintain project feedback mechanisms through regular communication with beneficiaries and meetings with stakeholders and appropriate action taken; ensure that recommendations of stakeholder meetings are strictly implemented and reported upon;
- Provide necessary support and working relationship with local partners in project implementation; ensure timely and qualitative implementation of project activities in line with Nascent's and donor's requirements and regulations;
- Be responsible for all data control and collection at field level.
- Establish, maintain and improve active and regular working relationships with other NGOs, UN agencies, clusters, working groups, consortia, etc. at field level ensuring maximum visibility of Nascent;

- Establish, maintain, and improve active and regular working relationships with local authorities and where necessary non-state actors and obtain required authorizations and buy-in for Nascent's activities at area level;
- Ensure that knowledge gained from various trainings is effectively used to improve on program delivery at the zonal level
- Capture success stories and regularly take pictures of project activities
- Ensure timely and accurate reporting as per Nascent's country work plans;
- Minimize risk of fraud and corruption by ensuring adherence to Nascent procedures;
- Ensure the offices and houses conform to recommended security, health and safety standards;
- Create, establish and maintain a work culture that respects and responds to the needs of communities we serve, especially the most vulnerable including program beneficiaries;

### **REQUIRED SKILLS & QUALIFICATIONS**

- Bachelor's degree in social sciences, international development, agriculture, nutrition or food security relevant field;
- Experience working with international donor food aid or health and nutrition programs with familiarity of USG and other donor regulations;
- Demonstrated experience in the management of food commodities will be an added advantage
- Ability to undertake surveys and communicate appropriately with beneficiaries and partners
- Demonstrated experience and expertise in community mobilization and working experience with grassroots and or community organizations.
- Excellent knowledge and understanding of the culture and customs of the communities where we work
- Demonstrated expertise in providing training on improved gardening techniques and nutrition practices;
- Ability to work under pressure and at odd hours
- Demonstrated ability in staff team building, developing positive working relationships among staff and with external stakeholders;
- Strong advocacy, negotiation and interpersonal skills, and flexibility in cultural and organizational terms;
- Excellent verbal & written communication skills in English;
- Knowledge of local languages and/or regional experience is an asset;
- Self-motivated, possessing high standards of ethics and personal integrity;
- Ability and willingness to travel locally 80% of the time.
- Authorization to work in Liberia; Liberia nationals preferred.

### **How to Apply**

To apply, please submit a cover letter, CV, and salary requirements to [recruitment@nascents.org](mailto:recruitment@nascents.org). Please include **“Feld Coordinator- Liberia” in the email subject line**. CVs without cover letters will not be considered. Liberia nationals are highly encouraged to apply. Please note that only shortlisted candidates will be contacted. Closing date for applications is **October 7th, 2019**.

### **About Nascent Solutions**

Nascent Solutions (Nascent) is a Virginia-based 501(c) (3) non-profit international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization’s areas of focus are food security and nutrition, health, education and skills development, and gender equity.