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.

Location: Turbmanburg, Liberia
Type of Employment: Salaried, full-time
Travel: Approximately 80% travel for field work
Reporting: 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. Please include “Field 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.