

# Program Manager- Liberia



## Summary of the Position

Nascent is seeking a Program Manager with significant business development to work in a start-up environment in Monrovia. The Program Manager will contribute to and advance Nascent's strategy in Liberia; identify new business development opportunities; cultivate and strengthen partnerships with the government and other stakeholders; and participate in knowledge management and information sharing. She/he will also provide day to day technical oversight of Nascent's project portfolio with current field activities by ensuring that project activities are implemented on-time, within budget, and in accordance with donor regulations.

**Location:** Monrovia, Liberia  
**Type of Employment:** Salaried, Full-time position  
**Reporting Line:** This position reports to the President and CEO

## **PRIMARY DUTIES & RESPONSIBILITIES**

- Identify new business opportunities through research, analysis and development of concept notes and proposals;
- Provide project management support across Nascent's portfolio in Liberia including but not limited to; preparation of annual work-plans, monitoring and evaluation of program activities, supporting field teams achieve project deliverables, technical preparation of materials and deliverables;
- Develop and update tools, templates and processes that guide the proposal process in an efficient manner, and contribute to other documents in support of Nascent's needs;
- Develop strategic relationships with the government of Liberia and wide variety of donors, implementing partners and other stakeholders;
- Support field teams and operations by ensuring that project activities are implemented on schedule and requests are processed in a timely manner and in accordance to project objectives and donor standards;
- Support the communications team by producing high quality tools to increase Nascent's programs visibility;
- Frequent field travels to support program activities, monitor progress and collect program data; and building the capacity of field staff;
- Support the development of standard operating procedures, quality assurance and control systems for successful startup and efficient technical service delivery mechanisms;
- Assist in organizing meetings, events and project site visits for local USAID staff.

## **REQUIRED SKILLS & QUALIFICATIONS**

- Bachelor's degree or equivalent in a relevant field;
- At least three (3) years' experience working with donor-funded programming or civil society required, preferably in West Africa;
- A minimum of 2 years of demonstrated experience in proposal development, preferably for US government awards or other major donors;
- Knowledge of US government award mechanisms, and procurement rules and regulations preferred;
- Demonstrated experience in preparing project reports, work-plans and other design documents; experience with food security programs added advantage;
- Experience in supervising and mentoring field office staff of various ability levels;
- Demonstrated experience in program budget development and management, including experience with operational and financial audits of field offices;
- Highly self-motivated and autonomous with ability to work with little guidance;
- Excellent communication skills, written and oral proficiency in English;
- Microsoft Office proficiency required;
- Ability to travel locally at least 50% of the time;
- Must be authorized 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 "Program Manager- Liberia" in the email subject line.** CVs without cover letters will not be considered. Sierra Leone nationals are highly encouraged to apply. Please note that only shortlisted candidates will be contacted. Closing date for applications is **October 7<sup>th</sup>, 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.