**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. 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 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.