

## Country Program Manager - Liberia

### Company Overview

Nascent is an African women-led international development organization founded 2004 with the mission of harnessing the creative entrepreneurial skills of target beneficiaries and strengthening their capacity to champion the development agenda of their communities. Over the past two years, Nascent has been implementing a USAID-funded food security program in Bomi county. Our hope is to expand work to other sectors that are within Nascent's portfolio. In the last 16 years, Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of over 10 million people in several African countries. For more details, check our website [www.nascents.org](http://www.nascents.org)

### Position Summary

Nascent is seeking a Country Program Manager with significant business development experience to oversee existing work and scope for new opportunities to advance our strategy in Liberia. An ideal candidate will have the ability to work with minimal guidance, provide strategic leadership and achieve results. Applicant should be motivated to cultivate and strengthen partnerships with the government and other stakeholders; and participate in knowledge management and information sharing. The Country Program Manager will also manage the day-to-day technical oversight of Nascent's project portfolio with current field activities by ensuring 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:** Reports to the Director of Programs (DP)

### **PRIMARY DUTIES & RESPONSIBILITIES**

#### *Program Management*

- 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
- Support field teams and operations by ensuring that project activities are implemented on schedule and request are processed in a timely manner and in accordance with project objectives and donor standards
- Support the communications team by producing high quality tools to increase Nascent's programs visibility
- Mentor project staff and develop a high performing country team
- Organize frequent field travels to support program activities, monitor progress and collect program data; and building the capacity of field staff

### *New Business Development*

- Conduct landscape analysis to identify new business opportunities and develop concept notes and proposals
- 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 the development of standard operating procedures, quality assurance and control systems for successful and efficient technical service delivery mechanism.

### *Partnerships*

- Organize meetings, events and project site visits for local USAID staff and other donors
- Serve as Nascent's representative in partnership meetings
- Identify and evaluate potential partners at the country level.

## **REQUIRED SKILLS & QUALIFICATIONS**

- Proven record of successful management of donor-funded programs or civil society required, preferably in West Africa context preferred
- Demonstrated experience in proposal development, preferably for US government awards or other major donors
- At least 5 years of experience in preparing project reports, work-plans, and other design documents
- Experience with food security programs added advantage
- Experience in teams building and mentoring staff of various capacity levels
- Demonstrated experience in program budget development and management, including experience with operational and financial audits
- Highly self-motivated and autonomous with ability to work with little guidance
- Exceptional communication skills with 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 "Country Program Manager- 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 **December 11, 2020**.