

YOUNG MEN'S CHRISTIAN ASSOCIATION OF LIBERIA



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ADVERT FOR THE POST OF YOUTH & PROGRAM OFFICER

Position Title:	Youth & Program Officer
Duty Station:	Montserrado County
Type of Contract:	Service Contract Employment
Reports To:	County Coordinator

1.0 General Description of Job & Summary of Responsibilities:

The Montserrado County YMCA is one of the oldest established branches of the Liberia YMCA since 1923. The YMCA has and continues to be that beacon of hope in transforming the lives of young people in the country through its programs and activities over the years. Programs and activities include but are not limited to annual youth leadership training camps, regular visitation to the honorable House of Representatives, R.L., UN model general assembly, walk for the intellectual discourse series, career development, youth leadership and capacity development, physical fitness, among others.

As the Montserrado County YMCA strive in developing the heart, mind and hands of young people across this country, it is encouraged that duty-bearers to join ranks with the YMCA is fostering this common agenda which is geared towards shifting the minds of young people from being subjects to citizens thereby identifying their career path for life.

There is a need to fill in the gap to enhance and strengthen programs and activities in the branch. The Youth and Program Officer will serve as principle duty to the County Coordinator of the Montserrado County YMCA. He/she will support and provide oversight of the youth council and other office staff of the Montserrado County YMCA Branch.

2.0 Terms of Reference

- Supervise, train and monitor the youth related programs and activities
 - 3 Able to work long hours
 - 4 Serve as lead on project/program proposals, design, and implementation of programs and other related interventions in consultation with the County Coordinator
 - 5 Conduct research to identify appropriate, cost-effective program components and put into practice in the preparation of programs;
- Assist in the conduct of training (workshops, symposia, etc.) and capacity development initiatives
- Lead program and grant management, creating and standardizing procedures and materials to support youth programs, including streamlining financial documents;
- Serves as lead in the preparation of all programs and project design in the branch;
- Other duties as deemed assigned

3.0 Position Requirements:

At least three years programming experience;

- Proven written and oral communication skills, including public speaking experience;
- Proficient in Microsoft Word and Excel computer skills;
- Knowledge of and experience with proposal development, project design, grant management, and budgeting;
- Superior interpersonal, communication, cross-cultural, organizational, and time-management skills with excellent attention to detail;
- Ability to take initiative, be flexible, and work independently and with a team;
- Demonstrated ability to manage multiple tasks simultaneously;

- Develop strategic alliances, represent, advocate and influence policies on peace and reconciliation with all relevant stakeholders;
 - Develop and implement an action plan that is aligned with the core values, mission and vision of the Liberia YMCA.
 - Provide leadership and direction to the office staff including volunteers/interns;
 - Conduct regular field visits in consultation with the County Coordinator;
 - Organize peace clubs, community based, conduct trainings for peace club leaders, and provide guidance and support in enhancing their activities in the branch;
 - Support peace clubs in developing, planning and implementation of its activities
 - Coordinate and support trainings for community based sociotherapy facilitators
 - Provide support to facilitators to conduct community based sociotherapy sessions
 - Liaise with and closely coordinate with the County Coordinator on the day to day affairs of the branch;
 - Other duties as necessary or required

4.0 Qualifications and Other Requirements:

- A Bachelor’s Degree in Sociology, Social Work or a related discipline is preferred
- Experience in working with INGOs, NGOs or on a USAID-funded project is an added advantage.
- Minimum of 3 years’ experience in similar job or similar position
- Proven experience in project implementation
- Proven experience in managing a team.
- Proven stakeholder engagement skills.
- Good report writing skills
- Detail-oriented and organized
- Able to work in a team
- Must be able to work within a cross-cultural setting, negotiate diplomatically, and function well under pressure.
- Good facilitation skills
- Proactive and creative, get the job done spirit
- Culturally astute, respectful and tolerant with excellent communication and interpersonal skills
- Experience working with computers, especially MS Word and MS Excel
- Ability to work hands-on, independently, and within team in difficult work environment
- Ability to work independently

Application Details:

All Applicants should address their application letters inclusive of copy of CV and photocopy of all current and relevant supporting credentials to:

**The Recruitment Committee
C/O The Human Resource Officer
YMCA of Liberia
126 Broad Street, Crown Hill
Monrovia**

All applicants should include their cell numbers in their application letter as well as **three (3) references** and their contact phone numbers and email addresses in their application letter. Please make sure that the contact information provided is accurate. Applications can also be sent by email to applications@ymca.org.lr

THE DEADLINE FOR SUBMISSION OF APPLICATIONS IS

June 27, 2023

SPECIAL NOTE: Only shortlisted applicants will be contacted. No personal contacts or phone calls will be accepted. Candidates making personal contacts or phone calls will be disqualified.