



THE EPISCOPAL CHURCH OF LIBERIA

(Member of the Anglican Church of the Province of West Africa)

P.O. Box 10-0277
1000 Monrovia 10, Liberia
West Africa

VACANCY

Office: Liberia Community Development Trust(CDT)
Position: Program Coordinator
Reports to: Board of Trustees, Episcopal Church of Liberia
Provides supervision to: Accounts Assistant, Field Officers and Interns
Application Deadline: November 14, 2024
Effective Date: January 3, 2025
Apply to: Investment Officer, Episcopal Church of Liberia
linus.sarkor@gmail.com

Purpose of the position:

- Overall Liberia CDT program oversight towards achievement project's goals and objectives
- Grassroots organizing: Recruitment, training and organization of the community Savings Groups and Savings Group Champions.
- Community Sensitization: Awareness creation amongst the champions and all the savings groups, both new and the ones in existence
- Capacity building: Training Savings Group Champions to deliver community sensitization forums
- Economic Empowerment: Equip savings groups [community members] with savings mobilization and sustainable business capacity
- Financial Access: Facilitate roll-out of an ASCA [Accumulated Savings and Credit Association] model in the community to afford savings and access to credit for enterprise development.
- Regulatory Compliance: Meeting operational requirement and acquiring regulatory approval to create and operate the savings group and maintain compliance at all times.

Major Responsibilities

| Key responsibilities | Key tasks & outputs | Indicators |
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| 1. Project Mobilization and Commencement | <ul style="list-style-type: none">• Establishment of legal authorization through:<ol style="list-style-type: none">1. Understanding the legal and regulatory requirement for an institution of this nature2. Submit and obtain approval for the organization to be organized and operate | <ul style="list-style-type: none">• Report on the legal and operational requirements• Approved operational license |

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| <p>2. Project Implementation and Control</p> | <ul style="list-style-type: none"> • Grassroots organizing through; <ol style="list-style-type: none"> 1. Recruitment of Savings Groups and Savings Group Champions 2. Training the Savings Groups and Savings Group Champions 3. Supervising the Champions • Community Sensitization through organizing and facilitating community sensitization forums • Community mobilization and capacity building through a team of Field Officers to facilitate; <ol style="list-style-type: none"> 1. Formation of Savings Groups 2. Train and build capacity of the Savings groups in Financial Access, Business skills and Natural Resource Management 3. Ensures that the Groups receive adequate training; Participates in development/ reviews of curriculum for training of the group officials 4. Collaborates closely with program team in matters of training both new and existing groups • Community Economic Empowerment through a team of Field Officers; <ol style="list-style-type: none"> 1. Business development skills training 2. Natural Resource Management skills training • Financial Access: Facilitate community financial access through; <ol style="list-style-type: none"> 1. Savings mobilizations 2. Loans disbursements 3. Quality loan management | <ul style="list-style-type: none"> • Monthly Project reports • Financial Access reports |
| <p>Project Growth</p> | <ul style="list-style-type: none"> • Grow the CDT membership base through outreach, attraction and retention strategies supported by expansion to new areas. • Grow the CDT savings and loan portfolio in line with project budget • Ensures that policies and procedures are applied consistently & uniformly. | <p>Growth in membership and portfolio</p> |
| <p>Project Coordination</p> | <ul style="list-style-type: none"> • Coordinates with Program team, the Finance Manager and Natural Resource Management Coordinator to make sure that groups are adequately facilitated from skills, tools and resource perspective • Coordinates with the Program team in planning group management capacity | <p>Smooth flow of Work</p> |

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| | <ul style="list-style-type: none"> Coordinates with M&E function in monitoring and reporting related issues, and resolves the issues at the soonest time possible | |
| Project Planning | <ul style="list-style-type: none"> Generates primary Program planning data Coordinates the individual Field Officers work plans and works with the Finance Manager & the NRM Coordinator on the development of an overall Program work plan. | Variance Analysis Report |
| Project Reporting | <ul style="list-style-type: none"> Plans and ensures the implementation of an adequate and timely reporting system with focus on each group's key success indicators; <ol style="list-style-type: none"> Membership growth Community members capacity development Financial Access [Savings and Loan level] Sustainable business growth Champions the management and monitoring of the savings groups and ensuring strict compliance to all policies and procedures Actively leads in timely response to the group with unacceptable group performance | <ul style="list-style-type: none"> Performance Reports Savings Report Loans Report |
| Risk Management and Compliance | <ul style="list-style-type: none"> Ensures compliance to all existing regulations, policies and procedures across the organization uniformly Oversees the implementation of the internal control systems, ensuring the smooth running of the project and safeguarding the institution's assets Proposes to the Program Board any changes or enhancements to the project policies and procedures. | <p>Compliance issues raised in audits</p> <ul style="list-style-type: none"> - Internal Audit - External Audit |
| Performance Management | <ul style="list-style-type: none"> Supervises a team of Field Officers Sets performance targets for the team Undertakes Quarterly performance appraisals | <ul style="list-style-type: none"> Performance Review Reports |
| (0%) And any other duties that may be assigned by the Project Manager from time to time | | |

Core Capabilities:

- Community mobilization
- Credit management and member mobilization
- Achieving results through people [People management]
- Team and collaborative relationship building
- Thinking clearly, deeply and broadly
- Innovative and aggressive in project growth

Other Competencies/Attributes:

- Must be a committed leader upholding high standards of integrity
- Analytical with a keen eye to spot opportunities.
- Perform other duties as required by the Project Management.

Qualifications: Knowledge and Technical Skills:

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- University Degree in Sociology, Social Work, economics, accounting or business administration.
- Extensive experience (over 5 years) in Project Coordination/Rural Development/microfinance operations.
- Determined personality with initiative, perseverance and the ability to motivate and manage a team
- Capability and willingness to take responsibility and highly developed sense of rectitude
- Ready to comply and live up to and in accordance with the Five Talents Ideals and Core Values
- Be a good trainer, facilitator, mentor, and coach
- Very good communication and marketing skills
- Good analytical and problem solving skills

Working Environment / Conditions:

- *Office environment:* Combination of typical office and field
- *Travel:* 75% Domestic travel is required.

On call: When called upon outside normal working hours