

VACANCY ANNOUNCEMENT NO. MOPEA/VN/2010-003
POSITION OF NATIONAL SOCIAL PROTECTION COORDINATOR

The Ministry of Planning and Economic Affairs (MPEA) is seeking applications from qualified and interested Liberians to fill the position of **NATIONAL SOCIAL PROTECTION COORDINATOR** as per details below:

KEY TASKS:

Under the overall supervision of the Deputy Minister for Regional and Sectoral Planning, the incumbent will be responsible for providing technical guidance to developing social protection policies and plans that address vulnerable children and strengthening protection systems. Key tasks include:

1. Provide the leadership on the development of the national social protection policy and strategic plan of action;
2. Undertaking regular field visits to ensure compliance and timely execution of the planned programme activities by various GOL ministries and partners, and propose and/or undertake action on operational procedures affecting project management and implementation, and ensure that risks are properly monitored and mitigated;
3. Develop benchmarks and ensure performance improvement through the development of data collection tools, reporting formats and evaluation instruments, in collaboration with M&E unit of the MoPEA;
4. Review reports submitted by counterparts and partners, analyze results/lessons learned and provide strategies for development of information via reports and briefs;
5. Ensures social protection programme coherence, collate lessons learned from program implementation in real time and sharing lessons internally, with counterparts, and on the knowledge networks, and facilitate dissemination of and support line ministries and GOL partners in application of best practices
6. Provide technical leadership to the design and data collection of a diagnostic analysis related to social protection that will inform policy and programming. Based on the diagnostic analysis, coordinate partners efforts to develop a map of social protection programming for each county;
7. Organize Social Protection Steering Committee and Technical meetings including consultations with key stakeholders in this sector, and drafting detailed minutes of the discussions and participate in all national and UN, Bi – and multi- laterals planning frame works that address social protection in Liberia;
8. Work in collaboration with the Senior National Policy Advisor and provide technical inputs into those sections of the new PRS that relate to social protection;

9. Disseminating information through Local Government Authorities, community based organizations, and the media about available social protection programs.
10. In coordination with GOL partners, orient and train GOL personnel and partners staff in understanding social protection programming

FUNCTIONAL COMPETENCIES:

- Proven conceptual skills to think and plan strategically and the ability to translate this into practical and feasible operational programme planning
- Strong analytical skills applied to managing and reviewing programmes/projects, including human and financial resources.
- Ability to work under pressure and meet strict deadlines,
- Ability to organize work and collaborate effectively with a wide range of teams and work with individuals of different backgrounds, including networking across professional, thematic and organizational boundaries.
- Excellent interpersonal, communication and representational skills.

QUALIFICATION:

Advanced university degree (Master's degree or equivalent) in social sciences, development studies, public policy and management or social policy or related fields will be required. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree. Others include:

- At least 5 years of progressively responsible experience at national and international levels in programmatic or coordination positions (preferably in inter-agency coordination/cooperation.), programme management, monitoring and evaluation.
- Ability to work with a team in a multi-cultural environment.
- Working language is English.
- High interpersonal capabilities, communication and advocacy skills as well as adequate computer operation skills, including internet navigation, and various office applications and data analysis programs (Stata, SPSS)
- Excellent written and verbal communication and presentation abilities.
- Previous work experience in social protection in a post conflict environment will be an added advantage;
- Willingness to travel frequently throughout Liberia.
 - **Please address applications as follow: djallah@mopea.gov.lr and send cc to: bwilson@mopea.gov.lr**
 - **Deadline for the submission of application is Wednesday, 08 September 2010.**

QUALIFIED FEMALES ARE ENCOURAGED TO APPLY!!!