**JOB VACANCY ANNOUNCEMENT**

**Position and Assignments:**

1. Position: Project Coordinator
2. Immediate Supervisor(s): Pillar-2 Head: Forest Economy and Climate Actions
3. Immediate Supervisees: Field officers & CMOs
4. Duty Station: 75% Field & 25% Monrovia
5. Contract Duration: One year (with possible extension)

**Background**

The UNDP, with funding provided by the European Union Delegation in Liberia, is implementing the LEH-GO-Green project whose goal is to improve natural resources governance and business environment for sustainable forest-based activities in line with the 2021-2024 EU Programming Forestry & Conservation Contribution to TEI ‘Sustainable Forestry and Biodiversity Conservation in Liberia. SCNL has been identified as an Implementing Partner to support a component of the project whose objective is to enhance access to forest-based revenue and livelihood opportunities for improved forestry and conservation activities under Outcomes 1: Community Conservation Agreement (CCA) developed and implemented to support sustainable livelihood and nature-based solutions in targeted authorized forest communities; and Outcomes 3: Resilient and diversified income and livelihood opportunities and business development of forest-related enterprises created and strengthened. The SCNL will execute these components of the project in collaboration with the FDA.

The target beneficiaries are 30 forest-dependent communities, comprising 500 households around the Gola Forest National Park and Grebo-Krahn National Forest. Some of these communities will also be participants of four (4) Conservation Agreements for which SCNL will provide technical support to UNDP and FDA, SCNL is expected to work with other partners, sharing expertise and knowledge to support implementation and will benefit from capacity-building as a result of being involved in managing the project.

To lead effective implementation of the Project, SCNL will form a quality Project Management Unit that will manage the day-to-day implementation and monitoring evaluation of the Project. To carry out the expected development objectives and outputs above, SCNL is seeking to recruit a Project Coordinator who will lead and coordinate the project implementation at the subnational and community level. The Project Coordinator will lead the project management unit and work closely with the project team and partners

**Post Description:**

Under the directives of the Pillar-2 Head: Forest Economy and Climate Actions, the Project Coordinator will carry out in collaboration with other field staff, including research technicians the below tasks:

**Project Management**

* Lead and manage the overall project cycle within the log frame and budget available;
* Ensure compliance with project documentation, donor, and SCNL project implementation guidelines;
* Review approved Project outputs and indicators to ensure that they are appropriate and realistic;
* Develop Project start-up plans in consultation with Project staff, line management, and partners. Following project initiation, develop regular (monthly) implementation plans and reports;
* Establish and implement Project monitoring and evaluation systems to provide regular information on progress towards indicators of outputs and objectives and assess the impact of the Project;
* Mobilize and manage technical assistance and support to Project and counterpart staff as required;
* Prepare and coordinate the project progress reports and all key deliverables while also ensuring timely submission to donor/funding organizations;
* Support identification and implementation of potential innovation of the project to increase the project outreach or increase the institutional added value of SCNL; and
* Overall responsibility for effective implementation of project social and environmental risk management framework, in compliance with the UNDP guidelines.

**Financial/Budget and Asset Management**

* Comply with SCNL financial management procedures and expenditure monitoring systems;
* Check monthly project expenditure reports for accuracy and appropriateness;
* Regularly discuss with the Finance Manager concerning financial reporting issues, errors, trends, payment delays, outstanding commitments, and related matters;
* In close coordination with the Administration and Procurement Unit and/or Operational Director, to ensure that assets purchased by or provided to the Project comply with SCNL asset management guidelines;

**Contract Management**

* Ensure that contractual compliance obligations to the donor are understood and adhered to by all relevant Project staff;
* In the event of any urgent and serious matters, provide immediate reports (verbal or written) to the Program Manager;
* Prepare and submit all reports on time;
* Ensure that approved objectives, outputs (targets), and budgets are reached. Any changes to the project design, objectives, outputs or budget must have prior approval by SCNL line management and donor; and
* Ensure the effective management, maintenance, security, and legitimate usage of all project facilities, assets, personnel, and equipment.

**Personnel Management**

* Develop, define, and maintain updated job descriptions for all relevant Project staff, which clearly explain the roles and responsibilities of each staff member;
* Actively assist staff, in particular women, assume greater responsibility within project activities and ‘foster’ their long-term professional development;
* Ensure that staff participates in the development of project Weekly/monthly work plans; and
* At all times ensure the safety and security of all Project staff in line with SCNL policies and procedures.

**Government Liaison/External Relations**

* Establish and maintain positive working relationships with other institutions involved in the project by ensuring appropriate representation of SCNL;
* Establish local procedures to liaise effectively with local government;
  + institutions. This may include such things as planning, implementing, reporting, monitoring, and evaluation, or any other aspect that requires local government understanding and support for effective project management;
  + Assist line management in meeting all required narrative and financial reporting requirements promptly;
  + Facilitate and provide opportunities for counterpart staff and agencies to be aware of and learn from the implementation of all aspects of the Project;
  + Develop, maintain, and strengthen relations with other agencies working in the same geographical area;
  + Undertake all areas of responsibility in a professional manner and in a way that enhances the reputation of the Project and the reputation of SCNL; and
  + Develop Strategic Partnership and Resource Mobilization, as other possible areas of cooperation, identification of opportunities to create new projects in scaling up SCNL’s program;
* Contribute to the development of high-quality concept notes and proposals to generate resources for the program development;
* Provision of high-quality presentation kits/materials and strategy for effective visualization of the LEH-GO-GREEN project and SCNL Program’s results, impact, and lessons;
* Maintained good networking with donor communities to build their confidence in SCNL as a trustworthy partner in supporting sustainable natural resources and governance reform;
* Conduct other tasks as required to support LEH-GO-GREEN and SCNL’s program implementation and development;
* Represent SCNL at communities & designated functionaries;
* Produce and submit a monthly report or as may be required; and
* Perform any other functions as may be directed in accordance with SCNL policy.

**Competencies**

* Demonstrates integrity by modeling the SCNL values and ethical standards
* Flexibility and ability to operate in different cultural settings and with a variety of stakeholders, culturally and gender-sensitive
* High-level planning, organizational, and time management skills, including flexibility, attention to detail, and the ability to work under pressure to meet challenging deadlines
* A high level of computer literacy is essential (in particular word processing

presentation software

* Analytical and problem-solving skills of high order, including the ability to formulate recommendations and advise senior management on tackling difficult situations
* Leadership qualities, including the ability to make sound judgments, meet challenges constructively and creatively
* Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials and development partners
* Ability to quickly adapt to change, and to remain calm under pressure
* Fluency in written and spoken English.

**Qualification and Experience**

Education:

* Bachelor's degree in environment and/or natural resource management, social sciences, environmental policy, and or other relevant fields

Experience:

* Minimum of 5 years of professional experience in the environment and natural resources management sector, including proven experience in climate change mitigation, forestry, and community-based development
* 5 years of successful record in Project Management at middle to senior level
* Knowledge of Liberian current legislation, policies, and standards in the field of environment, natural resource management, and climate change is desirable.
* Extensive networks and positive working relationships with Government partners at national and sub-national levels are preferred
* Previous experience of working and sound knowledge of social and environmental baseline conditions in the Project area is a plus advantage

**Submission of Applications:**

Please submit a letter of application along with copies of academic credentials address to:

The Finance & Administrative Manager

Society for the Conservation of Nature of Liberia (SCNL)

Henry’s Compound, Opposite the German Embassy

Tubman Boulevard, Congo Town

or email: [vacancy@scnlliberia.org](mailto:vacancy@scnlliberia.org)

Deadline for Applications: June 30, 2024

***Females and persons with disability who are qualified are encouraged to apply***