



Foundation for Community Initiatives

Duazon Village, Roberts Field Highway, P. O. Box 282
1000- Monrovia 10 Liberia

Stimulating the creativity and participation of women in development

Job Announcement (1Position)

Director of Program

The vacancy is opened to Internal and External candidates

The Foundation for Community Initiatives (FCI) is a registered not-for-profit, non-governmental organization in Liberia, which was founded in 2004. FCI was conceptualized and established to promote the rights of women and youth in natural resource governance at the community level. Specifically, the organization's natural resource programming focuses on forest and land governance, with a strategic focus on increasing the participation of women and youth groups in decision-making, benefit-sharing and other management practices.

FCI is committed to building a Liberia where both men and women enjoy equal rights in a life shaped by dignity, peace and free of poverty. The organization continues to fight injustices that stem from unequal power dynamics and focuses on women and youth as marginalized groups to empower them to have the agency and ability to control their own livelihoods. FCI promotes equal gender participation in decision-making processes, so as to achieve equitable distribution of benefits from natural resources.

FCI is currently seeking to recruit suitably qualified individual for the post of: -

Title: Director of Programs

Location: FCI's Head Office, Duazon, Lower Margibi County

Regular travel required.

Reports to: Executive Director

Closing Date: Wednesday 15th June 2022

Summary of the position:

The Director of Programs at the Foundation for Community Initiatives serves as the principal deputy to the Executive Director and supervises all programme related activities of the organization. She/he coordinate all FCI Programs/Projects activities consistent with the overall aims and requirements of the projects and FCI as a whole.

TERMS OF REFERENCE FOR DIRECTOR OF PROGRAMS

JOB TITLE:	Director of Programs
LOCATION:	FCI Head Office, with visits to Project Communities
REPORTING TO:	Executive Director
SUPERVISION OF:	All Project Staff

a) Job Title: Director of Programs

b) Job Responsibilities:

1. Ensure the active participation of FCI in joint lobbying and advocacy geared toward the promotion of community and women rights
2. Promote the coordination of all FCI projects to ensure that they support each other.
3. Develop personal skills and capability through trainings as provided by FCI or elsewhere subject to FCI's approval.
4. Use personal judgement and initiative to develop effectives and constructive solutions to challenges and obstacles in all project activities implementation and procedures.
5. Adhere to procedures relating to the proper use and care of equipment and materials for which the role has responsibility.
6. Keep the communication /information with the management at FCI always extremely important.
7. Perform other task as may be assigned by the Executive Director.

Specific Task include:

- i. Prepare activities plan for the implementation of project activities.
- ii. Assist in organizing discussion forums between stakeholder groups in project areas.
- iii. Liaise with other stakeholders (government, donors, and partners as international organization) at all levels on issues relating to strengthening community (women) engagements in FCI thematic focus.
- iv. Facilitate engagement with women (CBOs, community groups and other stakeholders at all level including forest related agencies or bodies and Non-Governmental Organization (NGOs) in project areas.
- v. Facilitate the access of women CBOs information about forest governance processes and structures such as County Forest Forums (CFF) and the Community Forestry Development Committee (CFDC) in project areas.
- vi. Monitor and supervise the activities of community animators in all assigned program locations.
- vii. Monitor, record, analyse and reapportion all activities within agreed formats and timescales.

Minimum Qualifications, Skills and Experience

- First degree in Sociology or related field
- At least five (5) years' experience in a similar role
- Strong knowledge of Project Proposal writing and program management
- Good experience and knowledge in grant report writing

Skills

- Strong management skills;
- Analytical thinking;
- Communication skills, appropriate to the audience;
- Problem solving;
- Ability to work in a multidisciplinary and multicultural environment;
- Strong team-building and motivational skills;
- Strong negotiating, facilitating and influencing skills;
- Proficient in computer skills and use of relevant software and other applications, e.g. word processing, spreadsheet, database, web-based system;
- Working knowledge of written and spoken English;
- Motivated and has mentoring and coaching skills;
- Teamwork and working under pressure;
- Effective communication skills. Behaviours
- Getting the best from people;
- Giving purpose and direction;
- Communicates clearly and effectively;
- Empathy and conceptual flexibility;

Applications:

Last date for submission of Application (CV and cover letter) is: 15th June, 2022 by 4:30 pm

All application should be emailed at: fcommunityinitiatives@yahoo.com with “Application for Director of Programs” in the subject line of the email.

Note:

Qualified females are particularly encouraged to apply.