



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 (3 Positions)

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.

Project Background

The LWEP is the government of Liberia action to response to the systemic social and economic disparities faced by women and girls in Liberia. With the aim to accelerate women's economic independence and social security and leverage community-driven interventions, the project is expanding financial inclusion for women-led enterprises across six strategic counties: Rural Montserrado, Grand Cape Mount, Bomi, Grand Gedeh, River Cess, and Gbarpolu.

Plan International Liberia (PIL) leads a consortium of specialized organizations to deliver this multi-faceted intervention. As part of this consortium, the Foundation for Community Initiatives (FCI), in partnership with Catholic Relief Services (CRS), is tasked with the implementation of Subcomponent 3A across 84 communities in Rivercess and 47 communities in Grand Gedeh. This component focuses on building the capacity of resilient livelihood groups, which serves as a prerequisite for Component 3B (managed by PIL), that provides the actual grants for women-led enterprises.

In order to effectively support the ongoing implementation of the subcomponent, FCI is seeking to recruit suitably qualified individuals for the following positions: -

JOB TITLE:	Livelihood Officer
LOCATION:	RiverCess Field Office, with regular visits to Project Communities
REPORTING TO:	Program Manager
SUPERVISION OF:	Community-Based Agents-CBAs

TERMS OF REFERENCE FOR Livelihood officer

Job Title: Livelihood Officer (1 position)

Background

The Livelihood Officer will be responsible for implementing and coordinating livelihood-related activities under Components 3a of the Liberia Women Empowerment Project (LWEP). The role will ensure alignment with the overall project objectives and strategies. The officer will support capacity building and work under the direct supervision of the Program Manager to enhance women-led and climate-resilient livelihoods.

Job Responsibilities:

1. Design, develop, and implement livelihood programs that align with the organization's goals and the needs of the target communities.
2. Conduct assessments to identify livelihood opportunities and gaps within the target communities.
3. Facilitate vocational training, entrepreneurship development, and other capacity-building initiatives for beneficiaries
4. Sensitize local communities on project objectives, mobilize vulnerable women, and ensure transparent and inclusive beneficiary targeting.
5. Facilitate the establishment and capacity building of VSLAs, Farmer-Based Organizations, Livelihood Groups and Individual Enterprises.
6. Conduct participatory training on business management, financial literacy, market system development, and agricultural value chains.
7. Conduct site visits, collect disaggregated data, use digital data collection tools (e.g., Kobo), and monitor the economic progress of project participants.
8. Prepare weekly, monthly, and quarterly field reports, highlighting success stories and challenges).
9. Represent the project at district and county-level meetings with local government authorities, civil society organizations, and community leaders
10. Keep the communication /information with the management at FCI always extremely important.
11. Perform other task as may be assigned by the Program Manager.

Specific Task includes:

1. Support beneficiaries in developing business plans and accessing financial services such as microfinance and grants.
2. Collaborate with local authorities, community leaders, and other stakeholders to ensure program success.
3. Monitor and evaluate the effectiveness of livelihood interventions, ensuring timely reporting and documentation of project progress.

4. Provide technical guidance and mentorship to beneficiaries and community groups engaged in livelihood activities.
5. Ensure adherence to donor and organizational policies, including gender equality, inclusivity, and environmental sustainability.
6. Prepare reports, case studies, and success stories to highlight program impact.

Minimum Qualifications, Skills and Experience

- Bachelor's degree in Economics, Agriculture, Business Development, Social Sciences, or a related field.
- Must be a Motorbike rider
- Minimum of three (3) years of experience in livelihood programming, economic development, or related fields.
- Experience working with communities, CSOs/ NGOs, government agencies, and international organizations. Rivercess experience is a plus.
- Strong understanding of market-based approaches to livelihood development.
- Ability to design and facilitate training sessions and workshops.
- Excellent communication, coordination, and project management skills.

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.
- Getting the best from people;
- Giving purpose and direction;
- Empathy and conceptual flexibility;

JOB TITLE:	Community Extension Workers (2)
LOCATION:	Rivercess County, with visits to Project Communities
REPORTING TO:	Program Manager
SUPERVISION OF:	Community-Based Project Staff

TERMS OF REFERENCE FOR Community Extension Workers

Job Title: Community Extension Workers (2 positions)

Background

The Community Extension Workers will be responsible for implementing and coordinating livelihood and agriculture-related activities under Components 3a of the Liberia Women Empowerment Project (LWEP). The role will ensure alignment with the overall project objectives and strategies. The officers will support capacity building and work under the direct supervision of the Program Manager to enhance women-led and climate-resilient livelihoods.

Job Responsibilities:

1. Design, develop, and implement climate smart programs that align with the organization's goals and the needs of the target communities.
2. Conduct assessments to identify climate smart livelihood opportunities and gaps within the target communities.
3. Sensitize local communities on project objectives, mobilize vulnerable women, and ensure transparent and inclusive beneficiary targeting.
4. Facilitate the establishment and capacity building of VSLAs, Farmer-Based Organizations, Livelihood Groups and Individual Enterprises.
5. Conduct participatory training on business management, financial literacy, market system development, and agricultural value chains.
6. Conduct site visits, collect disaggregated data, use digital data collection tools (e.g., Kobo), and monitor the economic progress of project participants.
7. Prepare weekly, monthly, and quarterly field reports, highlighting success stories and challenges).
8. Represent the project at district and county-level meetings with local government authorities, civil society organizations, and community leaders
9. Keep the communication /information with the management at FCI always extremely important.
10. Perform other task as may be assigned by the Program Manager.

Specific Task includes:

1. Support beneficiaries in developing business plans and accessing financial services such as microfinance and grants.
2. Collaborate with local authorities, community leaders, and other stakeholders to ensure program success.
3. Monitor and evaluate the effectiveness of livelihood interventions, ensuring timely reporting and documentation of project progress.
4. Provide technical guidance and mentorship to beneficiaries and community groups engaged in livelihood activities.
5. Ensure adherence to donor and organizational policies, including gender equality, inclusivity, and environmental sustainability.

6. Prepare reports, case studies, and success stories to highlight program impact.

Minimum Qualifications, Skills and Experience

- Bachelor's degree in Economics, Agriculture, Business Development, Social Sciences, or a related field.
- Must be a Motorbike rider
- Minimum of three (3) years of experience in livelihood programming, economic development, or related fields.
- Experience working with communities, CSOs/ NGOs, government agencies, and international organizations.
- Strong understanding of market-based approaches to livelihood development.
- Ability to design and facilitate training sessions and workshops.
- Excellent communication, coordination, and project management skills.

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.
- Behaviors
- Getting the best from people;
- Giving purpose and direction;
- Empathy and conceptual flexibility;

Applications:

Last date for submission of Application (CV and cover letter) is: 3rd June, 2026 by 4:30 pm

Please send your application to: fcihumanresource26@gmail.com with the “Position” in the subject line of the email. Applicants based in Rivercess County may send hard copies to FCI field office in Yarpah Town and LWEF office in Cestos city.

Qualified females are particularly encouraged to apply

Note:

Only shortlisted candidates will be contacted.