

**VACANCY**

**ACTIONAID LIBERIA**

Please read submission instructions carefully. Applications not in compliance with submission instructions will be disqualified. Only candidates meeting qualifications will be contacted

<b>Job Title:</b>	<b>Learning Program Officer</b>		
<b>Directorate/Cluster:</b>	Program Quality	<b>Unit/Team:</b>	Monitoring, Evaluation and Learning
<b>Grade/Step</b>		<b>Contract Type:</b>	Fixed
<b>Core Funding (%)</b>		<b>Donor (%)</b>	SPA 100%
<b>Location:</b>	Bong County	<b>Budget Holder:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Operational Remit:</b>	Gbarnga with extensive travel to other program locations and regional/international meetings		
<b>Line Manager</b>	Program Quality Compliance Coordinator		
<b>Matrix Report (s) :</b>	N/A		
<b>Supervises:</b>	N/A		
<b>MAIN PURPOSE AND SCOPE</b>	<p>The Learning Program Officer (LPO) will assist the Program Quality and Compliance Coordinator in program planning, implementation, monitoring, building partnership relations with stakeholders and related administrative work. The LPO will conduct research, carry out data processing, and be involved in report writing. He/She will be responsible for meeting the program deliverables in the county and compiling reports on activities developed following research findings. He/She will be responsible to create the avenue to good rapport with authorities and partners and perform a variety of extension work.</p> <p>The Learning Program Officer (LPO) will be available to perform other tasks and duties as assigned by the Youth Program Coordinator SPA II Grant.</p>		
<b>RESPONSIBILITIES</b>			
<b>CORE TASKS</b>	<ul style="list-style-type: none"> <li>• Conduct training needs assessments through surveys, interviews, and consultations with managers to identify skill gaps and development areas.</li> <li>• Design comprehensive training programs, including e-learning modules, instructor-led sessions, and blended learning approaches, tailored to specific employee needs and organizational goals.</li> <li>• Facilitate workshops, presentations, and training sessions, utilizing effective adult learning principles and engaging delivery methods.</li> <li>• Monitor and measure the effectiveness of training programs through post-training assessments, feedback surveys, and performance metrics.</li> <li>• Provide ongoing coaching and mentorship to employees to support their professional development and skill acquisition.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Partner with line managers, HR, and other departments to align learning initiatives with business objectives and ensure successful implementation.</li> <li>• Support the capacity building of project partners and line ministries on HRBA, Women’s Rights, etc. to increase project quality and performance</li> <li>• Assist the Program Coordinator in the overall implementation of programmes.</li> <li>• Participate actively in research and other related activities at all levels.</li> <li>• Make conscious efforts in documenting issues affecting the education system for women and girls for advocacy at key platform at the subnational level (SGBV task force, Child Protection Network, etc.)</li> </ul>
<p><b>MOVEMENT BUILDING</b></p>	<ul style="list-style-type: none"> <li>• Identifying key stakeholders, building relationships with community leaders, and facilitating grassroots organizing efforts to recruit and mobilize diverse groups.</li> <li>• Collaborating with partner organizations, NGOs, and advocacy groups to create broad-based coalitions to amplify the movement's impact.</li> <li>• Identifying and nurturing emerging leaders within the community, providing training and mentorship opportunities to empower individuals to take active roles.</li> <li>• Developing training materials, workshops, and resources to equip community organizers with the necessary skills to effectively mobilize and advocate.</li> <li>• Tracking campaign progress, monitoring key metrics, and utilizing data to inform strategic decision-making.</li> <li>• Crafting compelling narratives to share the movement's message through various channels like social media, public speaking, and media outreach.</li> </ul>
<p><b>GENERAL SUPPORT</b></p>	<ul style="list-style-type: none"> <li>• Read partners’ reports and advice the Program Coordinator appropriately.</li> <li>• Organize and maintain a proper filing and documentation system for programme activities.</li> <li>• Keep updated files reflecting the work done in global platform.</li> <li>• Assist communities and partner organizations in setting adequate and relevant documentation systems.</li> <li>• Assist partner in setting adequate record keeping systems to assure transparency and accountability towards communities and AAL and other partners.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure timely submission of partners' and activities' reports.</li> </ul>
	<ul style="list-style-type: none"> <li>• Monitor and review the progress of trainees through questionnaires and discussions with the project coordinator.</li> <li>• Evaluate training and development programs</li> <li>• Amend and revise programs as necessary, in order to adapt to changes occurring in the work environment</li> <li>• Keep up to date with development in training by reading relevant journals, going to meeting and attending relevant training courses</li> <li>• Research new technologies and methodologies in workplace learning and present this research</li> <li>• Devise a training strategy for the organization</li> <li>• Build training programs from scratch (from the initial idea through planning, implementation, review and outcomes analysis) and delegate work to other member of the learning and development team</li> </ul>
<p><b>COORDINATION AND REPRESENTATION</b></p>	<ul style="list-style-type: none"> <li>• Attend relevant interagency, sector coordination, and other meetings as requested.</li> <li>• Coordinate with other departments to ensure maximum communication and coordination between other departments and the Programme Department for efficient and effective country program operations.</li> <li>• In collaboration with the Programme Quality Manager, support project monitoring and document progress including successful human interest stories</li> <li>• Assist the Program Coordinator in planning and budgeting programme activities in relation with partners, communities, and relevant organizations.</li> <li>• Work with County Education authorities to strengthen coordination and improve service delivery for young people.</li> <li>• Organize and mobilize community structures in the plans and development agenda for community level advocacy</li> </ul>
<p><b>RECORD RETENTION</b></p>	<ul style="list-style-type: none"> <li>• Ensure compliance with AAL record retention policies.</li> <li>• Maintain a record retention system, including hard copy and electronic filing systems.</li> </ul>

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<p><b>Sexual Harassment, Exploitation and Abuse (SHEA) and Safeguarding</b></p>	<p>ActionAid has articulated a strong stand on gender justice and safeguarding through its child protection and anti-sexual harassment, exploitation and abuse ActionAid has articulated a strong stand on gender justice and safeguarding through its child protection and anti-sexual harassment, exploitation and abuse policies. ActionAid is committed to taking an intersectional feminist approach to Safeguarding, recognizing how forms of abuse and oppression intersect. Safeguarding refers to the policies, processes, and work cultures that an organization puts in place to prevent and respond to harmful actions carried out by staff or those</p>
	<p>working on our behalf. The principles and approaches that underpin our approach to safeguarding are those of feminism; dignity, centrality and protection of survivors; legal rights and responsibilities; objectivity; timeliness and accountability. AAL seeks to create a work environment free from intimidation and abuse, communicating a zero tolerance of violations/breach of policy. Please report any incidences or concerns relating safeguarding including offers for employment to <a href="mailto:safeguard.liberia@actionaid.org">safeguard.liberia@actionaid.org</a></p>
<p><b>Anti-Bullying &amp; Discrimination</b></p>	<p>ActionAid has articulated a strong stand on gender justice and safeguarding through its human rights based approach. AAL is also committed to creating an enabling and safe work environment, championing freedom, equality, equality and justice. This includes recognition of human rights and dignity of all persons regardless of their gender identity, ethnicity, age, sex, sexual orientation, and ability. This includes zero tolerance for harassment, bullying, discrimination and acts or threats of intimidation.</p>
<p><b>Anti-Fraud &amp; Corruption</b></p>	<p>ActionAid has a zero tolerance to fraud and corruption and requires staff, partners, suppliers, consultants, volunteers, and all categories of collaborators at all times to act honestly and with integrity and to safeguard the assets for which they are responsible. This refers to bribes, kickbacks, pay-offs, or gifts from Action staff, their relatives or close associates, partners for employment, contracts, and services. Please report any incidences relating to <a href="mailto:blowwhistle.liberia@actionaid.org">blowwhistle.liberia@actionaid.org</a></p>
<p><b>Education, Language &amp; Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Social Sciences or Arts/Humanities</li> <li>• Good English language writing skills: communicating effectively in writing as appropriate for the needs of the audience.</li> </ul>

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<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"><li>• Ability to assess training needs and design targeted programs</li><li>• Proficiency in e-learning platforms and technology</li><li>• Stakeholder management and collaboration skills</li><li>• Understanding of Women Rights issues in the Liberian context.</li><li>• Knowledge of development work and poverty issues.</li><li>• Professional individual with high personal integrity; innovative, flexible approaches to work, coupled with enthusiasm and commitment to ActionAid’s Vision, Mission and Values.</li><li>• Understanding of gender issues in development and demonstrable commitment to promoting gender equality within the organization and in program work.</li><li>• Excellent management &amp; leadership skills</li><li>• Excellent skills in facilitation and capacity building for inter-linkages between staff, donors, partners &amp; stakeholders</li></ul>
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- Excellent conceptual, analytical, documentation and presentation skills.
- Excellent verbal and written communication skills, including report writing.
- Excellent planning and prioritization skills
- Ability to think strategically
- Strong analytical/problem solving skills.
- Multi-tasking skills
- Negotiation skills
- Excellent financial skills
- Excellent skills in programme information management
- Demonstrable versatility in use of IT (MS Word, Excel, Access, Powerpoint, e-mail, DTP packages)
- Excellent Fundraising Skills

#### How to apply:

All interested candidates should submit applications, including cover letter and CV in Microsoft Word or Pdf document, addressed to the Country Director, ActionAid Liberia Country Program, via email to [vacancy.liberia@actionaid.org](mailto:vacancy.liberia@actionaid.org), copy [Elizabethgbah.johnson@actionaid.org](mailto:Elizabethgbah.johnson@actionaid.org) . Email subject line should read “**Learning Program Officer**”. Deadline for submission of applications is Friday, March 14, 2025. **Only shortlisted candidates will be contacted.**

**Female candidates only.**