

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

Job Title:	Program & Policy Manager		
Directorate/Cluster :	Program	Unit/Team:	Program
Grade/Step	6/1	Contract Type:	
Core Funding (%)		Donor (%)	100%
Location:	Monrovia	Budget Holder:	Yes ☐ No ☐
Operational Remit:	Monrovia with extensive travel to other program locations and regional/ international meetings		
Line Manager	Country Director		
Matrix Report (s):			
Supervises:	Project Manager, Technical Leads & Project Coordinators		
MAIN PURPOSE AND SCOPE	The Programs and Policy Manager (PPM) is responsible for the design, development, implementation and management of all programs and policy advocacy work at the AAL. In addition, the HPM shall maintain strong program links from community to national, regional and global levels. The post holder reports to the Country Director and is a senior management position. The position, as a member of senior management team, and is expected to ensure organizational efficiency and effectiveness through participation in decision making, advising on the programs and policy issues, communication and implementation of agreed upon decisions. The post holder will be responsible for leading advisory, motivating and supporting the program team to plan and manage activities aimed at achieving the goals and objectives of the AAL in line with AAL's national country strategy and the Global Strategy. The HPM will also initiate, manage, supervise and provide guidance for advocacy, policy engagements and campaigns generated from grassroots as well as link to wider macroeconomic and governance issues including at the Africa and global level. AAL currently operates three field offices in Bopolu (Gbarpolu County), Zwedru (Grand Gedeh), and Gbarnga (Bong) in addition to its head office in Monrovia, Montserrado County. The post is expected to travel to AAL's field offices and areas of program.		
RESPONSIBILITIES			
Country Strategy Paper Implementation, Monitoring and Evaluation	• Support Coordination of the development and implementation of Country Strategy Paper (CSP) and 5-year plans in accordance with AA planning guidelines; • Coordinate development of the Country Strategy Paper (CSP) operational plan and updated partnership strategy in line with changes in the operating environment		

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	Support monitoring of the implementation of the CSP and ensuring all program are effective and within the framework of the CSP.
Program Management	- Oversee the design, planning and implementation of program activities in line with CSP - Ensure all program activities are sensitive to and responsive to changes in the political, social, and economic environments; - Ensure AAL programs are well balanced, well documented and implemented in an effective and efficient manner - Oversee development of AAL's capacity to document, disseminate and learn from development work; - Oversee program monitoring, evaluation and reporting.
Fundraising and Resource Mobilization	- Coordinate development of program proposals in accordance with the CSP and donor guidelines - Oversee timely submission of program reports as agreed with donors and other stakeholders; - Support monitoring, evaluation and learning from program activities; - Provide support during the Annual Participatory Review and Reflection Process. - Support resource mobilization effort and utilization of field programs - Monitor contract management processes of donor funded projects as per planned objectives.
Donor Relationship Administration	- Lead on communication with donors or AAL's donor account managers to help resolve specific problems or respond to donor information requests - Maintain records of donor communications on compliance issues following through to ensure all queries are resolved timely. - Track, document and disseminate donor reporting trends, quality assurance issues and feedback from donors - Coordinate with M&E and Communications team, collection of stories of change, case studies and documentation for donor visibility and program impact - Develop and lead the implementation of and accounting for an immersion program for potential donors & duty bearers.

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Compliance & Cost Recovery	• Ensure that all categories of costs are considered at the conceptualization and submission stage of grant making. • Support and facilitate cost recovery and ensure consistency in project costing; • Ensure projects are fully costed • Lead successful negotiation with donors to the advantage of ActionAid Liberia • Act as ActionAid Liberia representative on fund acquisition matters, representing the interests of ActionAid Liberia to National Offices, donor organizations and other stakeholders • In coordination with the relevant departments and units within ActionAid Liberia, develop, manage and maintain strategic partnerships with local/in-country bilateral and multilaterals donor missions. • Develop and maintain a strong visibility and professional image of ActionAi Liberia among relevant donors. • Lead on researching where potential opportunities for funding can be found; • Ensure successful on-going donor relationship management and 'ownership' of relations with donor representatives locally • Lead partnership initiatives at various level of grant acquisition and provide leadership in case of formation of Consortiums. • Lead on partnership agreements, review of partner tools and managing relation with different partners including local and INGOs. • Work with appropriate donors and corporates and build successful proactive relationships to align their priorities and strategies with ActionAid Liberia's program needs in a win-win situation. • Act as ActionAid Liberia representative on grant matters, representing the interests of ActionAid Liberia to National Organizations, donors, and other stakeholders. • Develop, manage, and maintain strategic partnerships with local actors and external networks. • Manage the link between Program Implementing and Influencing Areas, donors, and external networks. Reporting and Grant Management
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Institutional/High Value Grant Management	• Provide technical guidance on to grant management and put in place systems to ensure effective partner/ sub-grants management such as organizational capacity assessments and due diligence, financial management, reporting, partner monitoring, close out, document archiving and capacity building. • Provide technical guidance and support in setting up systems to monitor adherence to prudent financial management including procurement e.g. co-financing, exchange rates, interest and budget rules in line with contractual requirements. • Provide technical support to ensure effective budget and income tracking, pre-financing, timely and accurate payment requests and tracking outstanding amounts due from donors. • Support the Senior Finance and provide regular monitoring and management reports to SMT and Department leads, taking appropriate action where necessary including flagging risks for appropriate management action. • Guidance on and review of narrative and financial reports to ensure quality assurance before submission to donors. • Technical guidance and support in preparing for and managing donor led visits, end of project evaluation and audits • Liaison with auditors and negotiate contested findings where appropriate
Policy, Campaign & Advocacy	• Identification of key issues and key collaborators for AAL advocacy work; • Identification of areas of critical concern within the priorities of the CSP for research and advocacy work aimed at policy influencing, policy input and initiatives; • Coordination of research, policy advocacy, and national campaign • Promotion of rights-based approach in advocating for rights of the people living in poverty and exclusion; • Contribute to policy briefs and media strategies that inform stakeholders about the policy positions of ActionAid and partners
Linkages at National, Regional and Global Level	• Oversee establishment and management of co-operative relationships with partners and other stakeholders

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	• Ensure appropriate representation of AAL in relevant coalitions and networks both within and outside Liberia • Support the LRP Managers and other program staff to strengthen networks that AAL is collaborating with • Coordinate AAL's collaboration with networks, government agencies and other organizations in order to share information, experiences, influence them and/or build capacity.
Staff Management, Development and Performance Measurement	• Support the recruitment and induction of program staff • Provide line management to supervisees and matrix management functions to all program support staff • Support in highlighting and applying women's rights values to programs and organizational development activities • Set annual targets for each staff of the Unit in consultation with the staff. Maintain ongoing monitoring of the performance of staff against targets and take corrective steps if targets are not being met. • Ensure appraisals are conducted for all program staff through their line managers in accordance with AAL staff policies. • Ensure the development of work plans by all reporting directly to HOPP • Develop annual staff development plans for subordinate staff taking into consideration areas of weaknesses and skill gaps noticed during appraisals and from staff career plans.
MOVEMENT BUILDING	• Identifying key stakeholders, building relationships with community leaders, and facilitating grassroots organizing efforts to recruit and mobilize diverse groups. • Collaborating with partner organizations, NGOs, and advocacy groups to create broad-based coalitions to amplify the movement's impact. • Identifying and nurturing emerging leaders within the community, providing training and mentorship opportunities to empower individuals to take active roles. • Developing training materials, workshops, and resources to equip community organizers with the necessary skills to effectively mobilize and advocate. • Tracking campaign progress, monitoring key metrics, and utilizing data to inform strategic decision-making. • Crafting compelling narratives to share the movement's message through various channels like social media, public speaking, and media outreach.
General	Any other lawful duties that may be assigned from time to time

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Sexual Harassment, Exploitation and Abuse (SHEA) and Safeguarding	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 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 safeguard.liberia@actionaid.org
Anti-Bullying & Discrimination	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.
Anti-Fraud & Corruption	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 blowwhistle.liberia@actionaid.org
Person Specification Attributes/ Skills	Essential Education/ Qualifications: Master's degree in a related Development Studies, Project Management or related field or Bachelor's degree in Social Sciences or Arts/Humanities with a minimum of five years' experience leading and managing programs and or multiple donor projects

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Desirable

- Understanding of gender issues in development and demonstrable commitment to promoting gender equality within the organization and in program work.
- Experience with conducting feminist analysis and gender responsive programming
- Experience leading policy advocacy engagements (national and regional) with emphasis on advancing gender equality and women rights agenda

Experience

- At least 10 years minimum working experience in the social development field.
At least 5 years' experience in a senior position in the development sector, particularly in designing, setting up and coordinating monitoring, evaluation and impact assessment systems and processes
- Demonstrated experience working with partners at national and or regional levels with emphasis on building partners capacity
- In-depth understanding of programming issues and policy work at state, national and international levels.

Skill Abilities

- Excellent management & leadership skills
- Excellent skills in facilitation and capacity building for inter-linkages between staff, donors, partners & stakeholders
- 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 program information management

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	• Demonstrable versatility in use of IT (MS Word, Excel, Access, Power-point, email, etc.) and social media Personal Qualities • Demonstrable commitment to supportive team working • Creative and takes initiative. • Demonstrated commitment to social justice and women rights • Able to work effectively in a diverse team environment • Willing to work additional hours at crucial times. • Self-motivated person able to work without supervision • Effectively promote AAIL's mission values, and objectives This Position Profile will be updated at regular intervals to reflect changing work practices or priorities and especially following performance reviews.
Competency profile	
Learning the Organization	A passion for AAL's mission and causes the organization supports and a clear working knowledge of AAL programs and projects; Demonstrate alignment of the Organization's strategic priorities and goals
	Uses effective strategies to facilitate organization change initiatives and overcome resistance to change by involving others, listening and building commitment.
	Prefers quick and appropriate actions in many management situations, able to adapt and respond to fast changing eco system/environment
	Commitment to practicing AA's feminist leadership principles, particularly the top ten basics to include: self-awareness, self-care, dismantling bias, inclusion, sharing power, responsible use of power, accountable collaboration, respectful feedback, courage and zero tolerance
Learning with Others	Attracts, motivates, and develops high performing teams.
	Builds productive working relationships with co-workers and external parties, whilst valuing diversity (gender, race, culture).
	Expresses ideas clearly, concisely; disseminates information about Communication decisions and plans, proactively.
Learning Self	Professional individual with high personal integrity including anti-SHEA, fraud and corruption; innovative, flexible approaches to work, coupled with enthusiasm and commitment to ActionAid's Vision, Mission and Values; has strong commitment to develop, promote and practice AAL's values
	Takes charge and proactively seeks new ideas, experiments with new processes/practices that capitalizes on opportunities

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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, copy Elizabethgbah.johnson@actionaid.org . Email subject line should read “**Program and Policy Manager**”. Deadline for submission of applications is Friday, November 14, 2025. Only shortlisted candidates will be contacted.