



JOB OPPORTUNITY



Title of Post:	Field Coordinator (15 positions, initially 3)
Type of Contract:	National UNV
Department:	UNDP CO LIBERIA – LDLD Project
Duty Station:	County capitals
Duration of Appointment:	One year, renewable
Estimated Starting Date:	As soon as possible in Gbarpolu, River Gee, River Cess, later in other counties
Deadline for Application:	August 25, 2008

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TERMS OF REFERENCE

Background

The Liberia Decentralization and Local Development (LDLD) is a national project jointly formulated by Government of Liberia (GOL), UNCDF and UNDP in consultation with stakeholders nationally. The main objectives of the project consist of (1) supporting GOL to establish Liberia's decentralization policy, its legal framework and the implementation; (2) elaborating and strengthening procedures, processes and systems at the county and district levels, to build their capacity for strategic planning, investment programming, budgeting, procurement, asset management, financial and physical performance reporting, internal controls and auditing; and (3) launching a county/district development fund, initially in three pilot counties, to support establishing a generic framework for development planning and public expenditure management. The project is expected to strengthen the capacity of local governments to lead and coordinate local development and to promote sustainable economic opportunities and access to basic social services. The implementation of the project has commenced both at Monrovia and at field level. The project is working closely with two other projects of UNDP (CST and CBRD) and UNMIL Civil Affairs team in the field, among others. The current positions are to coordinate and support the LDLD project activities in the counties.

Duties and Responsibilities

Under the direct supervision of the CTA and in close collaboration with other project staff, the National UNV will perform the following duties and responsibilities.

1. To ensure that LDLD interventions are closely coordinated with the local administrations and that they address the locally felt capacity building needs and priorities to support the implementation of decentralization and local development by the Ministry of Internal Affairs
2. To coordinate LDLD activities with other ongoing and proposed related interventions by partners in the field, in particular, UNMIL, UNDP/CST, UNDP/CBRD, UNDP/NIMAC, CRC, LACE etc.) to ensure that a strong partnership is developed to support decentralization and local development and that the LDLD project builds on the relevant past and ongoing efforts;
3. To support specific surveys and studies by the county and district administrations as required to identify investment opportunities and challenges to support the effective and efficient utilization of local development fund;
4. To participate in capacity building needs assessment of the county and district administrations as well as other relevant local partners and in the formulation of short and medium-term capacity building plans to support decentralization and local development

following a consultative process taking into account core UN/UNDP/UNCDF values such as gender sensitivity and human rights and consistent with the RBM framework;

5. To actively participate/support the preparation of manuals and guidelines for training/on-the-job training and follow up rigorously on their implementation/utilization meeting various targets/deadlines;
6. To effectively supervise and monitor consultancy services and other technical assistance provided by LDLD including training/on-the-job training to the county and district administrations and ensure that such assistance leads to tangible benefits and get translated into the establishment of improve systems, procedures and processes within the administrations;
7. To draw up a monitoring and reporting schedule of all relevant field activities and undertake regular reporting accordingly;
8. To provide timely and planned inputs for procurement of goods and services to formulate the annual procurement plan and to follow up and ensure timely delivery as per the AWP;
9. To explore and identify locally available human resources and institutional capacities in relevant area of capacity building to add to the project database of consultants and institutions for capacity building and to be shared with other partners;
10. To prepare , maintain and update inventory of all project related assets;
11. Organize and coordinate field missions with counterpart institutions and to provide all logistics support as required; and
12. To undertake other duties as required.

Competencies

- Familiarity with the work of UNDP and UNCDF and Millennium Development Goals
- Strong organizational skills and demonstrated capacity to perform with minimum supervision.
- Capacity to prioritize and deliver tasks against tight deadline.
- Ability to participate effectively in a team based, information-sharing environment, to collaborate and cooperate with others.
- Willingness to accept additional responsibilities as required by the demands of the work.
- Ability to communicate sensitively and effectively across different constituencies.
- Excellent command of English as demonstrated both orally and in terms of writing skills.
- Proven working knowledge of popular application packages such MS Office

Education and Experience:

- Bachelor Degree in Public Administration, Finance, Planning or a closely related discipline;
- At least 5 years of work experience in the areas of public administration, planning and development, auditing and accounting, expenditure management or monitoring and evaluation

How to Apply: Please forward all written applications to:

UNV Section
Attention: Rukaya Mohammed
C/o UNDP Registry
First Floor, Simpson Building, Mamba Point
Monrovia, Liberia

Or by email to: Katrina.flomo@undp.org

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