

UNITED NATIONS DEVELOPMENT PROGRAMME
INTERNAL VACANCY ANNOUNCEMENT NO. UNDP /SSA/2008/019 UNDP

Post Title : Community Development Assistant – Livelihoods
Contract Type: SSA (SC -6 Equivalent)
Duty Station : Zwedru with regular visits to other counties
Duration : Initial five months
Start Date : **August 2008**
Date of Issue : **7 July 2008**
Closing Date : **14 July 2008**

This vacancy is open to applicants of either sex. Preference will be given to equally qualified women candidates.

Background

The Community-Based Recovery and Development (CBRD) Programme is a sub-component of Component two: *Sustainable Local Economic Recovery* under Pillar I: Pro-poor Economic Development of UNDP's County Programme Action Plan (CPAP), which is designed to contribute to achieving UNDAF Outcome 2: *National Economic Policies and Programmes are being implemented to support equitable, inclusive and sustainable socio-economic development.*

The two key sectors of focus under the CBRD are the enhancement of governance at the district level and the direct support of pro-poor growth initiatives at community level guided by respective CDAs and the PRS. Strong linkages will be forged between these activities and the Community Security approach given the complementary nature of these two interventions.

One key area of intervention is to provide support for the building of capacities of rural community dwellers and providing skills training and micro-enterprise development for sustainable livelihoods. Such activities must result in economically viable and socially cohesive communities that prioritize the promotion of vocational skills training for self employment, entrepreneurship and micro-enterprise development leading to the development of small to medium-scale agribusinesses and agro-industries, provision of micro-finance and micro-credit and well as food security and agricultural development.

Duties and Responsibilities

The Community Development Assistant - Livelihood, under the direct supervision of the Programme Coordinator (CBRD) and overall supervision of the Deputy Resident Representative/Programme, will work closely with UNDP county coordinators based in the UNDP field offices, FAO and WFP, county authorities, DDCs and other development partners to carry out the tasks as described below:

- Coordinate livelihoods-related activities across the field offices, ensuring that they are sustainable, participatory in nature and meet the needs of rural communities;
- Provide technical support to CBRD field offices in the assessment and evaluation of livelihood project proposals;

- Compile, analyze and disseminate lessons-learned and experience gained from on-going livelihoods activities, not limited to UNDP activities;
- Provide technical advice on income-generation, including micro-finance, skills training and community-based natural resource management;
- Ensure effective monitoring and evaluation of approved projects and other livelihoods-related activities;
- Prepare certification documentations required for the processing of payments to NGO partners for completion of expected milestones in accordance with contract provisions;
- Participate in NGO capacity assessments and support the strengthening of capacities of NGO partners, DDCs and CBOs engaged in livelihood activities;
- Contribute to the preparation of reports, project documents and submissions by providing information, preparing tables and drafting relatively routine sections. Prepare background information for use in discussions with partners and other organizations.
- Perform other duties as may be required.

Educational Qualifications:

Undergraduate degree (BSc, BA or equivalent) preferably in community development, sociology, economics, agriculture, business administration or other relevant field; or the equivalent combination of education and experience in a related area.

Experience:

- Minimum of five years working experience in similar areas related to livelihoods for community development, institutional development, vocational skills and micro-enterprise development, micro-finance and micro-credit and other sustainable income generation activities;
- Proven experience in interagency coordination and collaboration in particular, UN and bilateral donor organization;
- Understanding of the workings with government counter-parts especially, the Ministries of Planning and Economic Affairs and Internal Affairs;

Knowledge and Skills

- Excellent working knowledge of MS Office-Word, Excel, Intra-Internet, etc.
- Familiarity with UN procedures preferably;
- Sound judgment, excellent and analytical skills, strong networking and interpersonal skills, ability to plan, organize and coordinate work and to cope with a demanding workload.

Application Procedure

Interested candidates should send an E-mail application to vacancies.lr@undp.org. Please insert Vacancy Announcement Number in the Subject of the email or written application. **Applications without the Vacancy Announcement Number or with the incorrect Vacancy Announcement Number will not be accepted.** Attach photocopies of qualifications (i.e. technical certificates and academics) and a one-page cover letter indicating your interest and suitability for the position.

Please note that applications received after the closing date will not be considered. Only short-listed applicants will be contacted for a written test followed by an interview. **These vacancies, initially for a six-month period, are open to applicants of either sex. Preference will be given to equally qualified women candidates.**

Please forward all written applications to:

Deputy Resident Representative (Operations)
Attention: HR Unit
United Nations Development Programme
Simpson Apartment, Mamba Point
Monrovia, Liberia

cc: All UN Agencies and UNDP Programmes/Projects and All Counties