

Post title: HEAD OF MISSION
From: 15th March 2007
Country: Liberia

Status: Voluntary
Duration: 6 months
Base: Monrovia

Context of intervention

Liberia is standing at a crossroad after fourteen years of brutal civil war, costing 250,000 lives displacing almost half the population, devastating social and cultural life, and all but destroying the countries infrastructure and economy. A peace agreement was signed in Accra in August 2003, and led to the installation of an interim government dominated by the country's three former armed factions and tasked with guiding Liberia towards elections in 2005. To support the peace process, the United Nations Mission in Liberia was created (UNMIL) in September 2003 and about 15,000 peacekeepers and 1,000 civilian police were deployed throughout the country. The elections took place peacefully in October 2005, and Mrs. Ellen Johnson Sirleaf was elected with more than 59% of the votes.

The new government of Liberia has been inaugurated on 16 January 2006 and is not expected to be able to assume any significant responsibility for addressing humanitarian needs for a certain period, although urgent issues still need to be tackled.

Program Objective

Athlètes du Monde (ADM) resumed operation Liberia in April 2006.

The general objective of the program is to set up a mobile psychosocial sport team through a comprehensive and integrated community approach, including psychological support to youth associated to fighting forces and women, for the population of 2 communities in Margibi county and neighbouring areas.

In order to achieve this objective, ADM implements a three year program (train, experience and share activities), in few communities in the county.

ADM runs one operational office situated in the county capital, in Monrovia.

Expatriate team

Coordination team : 1 Head of mission, program manager
1 Program coordinator, Administrator assistant

National team

Margibi office: 12 national sport educators
1 driver

Position

The head of mission ADM, is under the direct responsibility of the Liberia desk officer. He/She is directly responsible to manage the entire team (national and expatriate) in Liberia. He/She is responsible of all actions toward mission sustainability.

Responsibilities

supports the expatriate team in the implementation of the program and insures the cohesion between the different activities (Sport training, activities planning, administration and logistic). He is also responsible for the overall administration and finance

Essential duties

1. Representation and coordination with local and international partners:

- Representation of ADM with the main counterparts and stakeholders including Ministries, UN agencies and others INGOs, NGOs.
- Network with other NGOs and donors representatives in Monrovia and Margibi County
- Update on a regular basis the security situation from UNMIL and other agencies.
- Attend all relevant meetings in Monrovia.
- Follow the ADM policy concerning the relation with the UN agency, the Cluster system and the military.
- Strengthen the relations with the donors.
- Support the psychosocial sport team to sustain the collaboration with the local partner.

2. Program Management & Coordination:

- Coordinate the overall activities in Margibi and Monrovia with the program coordinator's collaboration.
- Develop in collaboration with the Head Quarters the program objectives.
- Supervise the implementation of the new projects (year 2 of the training project).
- Define and elaborate new strategy for the sustainability of the project.
- Follow regularly the needs and conduct assessment when needed.

3. Team management:

- Co-ordinate and support the national and international staff teams, ensuring that the individuals work effectively together and achieve the program objectives.
- Active coordination and communication with the other members of the team to ensure the smooth functioning of the program.
- Take part in base meeting when possible; insure flow of communication between the expats and the national staff.
- Spot the possible tensions. In case of conflict, manage it with the support of the human resources team at HQ level
- Organize some expatriates meetings and general meetings with the local staff
- To control proper procedures for purchasing and all expenses on the field with the collaboration of the program manager. To ensure proper coordination of the administrative and logistic teams on that issue.
- To ensure the money transfer and control from Monrovia to the program.

4. Administration and financial management

- To define administrative procedures and regulations in compliance with the Liberian authorities and ADM HQ regulations and policies. To control their proper implementation in the offices.
- To supervise the renewals of all contractual agreements (premises, vehicles etc.) and support the preparation and renewal of partnership agreements (MYS, LNOC, sport structures etc.)
- To define and control proper procedures for purchasing and all expenses on the field. To ensure proper coordination of the administrative and logistic teams on that issue.
- To supervise, control and validate monthly accounting and monthly cash requests so that these are sent to HQ in a timely manner.
- To supervise, control and validate the budget preparation (ADM yearly budget as well as donors' budgets) and follow-up that expenses are made accordingly.
- To provide support to the Program Coordinator as regards to financial and administrative

5. Security

- Follow, in collaboration with the program coordinator, the context, what is at stake politically, the returnee's movements in the communities where ADM works, any demonstrations and any other events that could result in some insecurity for the team.
- Update, in collaboration with the logistician coordinator, the security guidelines
- Make sure the security rules are respected by the team
- Attend security meetings in Monrovia and get feed back from Program coordinator regarding security meeting in Margibi.

5. Report and proposals:

- Send the monthly general coordination report to the Head Quarters
- Write and follow the donors reports
- Search new donors if needed and write the appropriate proposals in accordance with the HQ desk officer.

This list of activities is not exhaustive and may change depending on the situation.

Profile of the candidate

Sex:

Nationality :

Humanitarian experience : yes

Emergency experience : No

Coordination experience : Yes

Language

English : Good Level

French : Advantage

Computer skills : Word/ Excel

Driving licence : yes (international)

Required skills:

Significant experience at a coordination level

Ability to negotiate with local authorities, international agencies and Ministries

Experience in primary health care project

Knowledge on psychosocial sport aspects

Ability to work in and supervise a team

Good organization skills

Fluency in English

Good computer skills

Other preferred skills and specification

Good team member

Ability to work in a resource limited and sensitive security context

Willing to live and work in a group

Knowledge of Africa is an asset