



**REPUBLIC OF LIBERIA**  
**Ministry of Mines & Energy**  
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**LIBERIA, WEST AFRICA**



**VACANCY FOR RECRUITMENT OF  
PROJECT MANAGEMENT UNIT (PMU) STAFF  
MINISTRY OF MINES AND ENERGY**

Project:  
**ENHANCING THE RESILIENCE OF VULNERABLE  
COASTAL COMMUNITIES IN SINOE COUNTY OF LIBERIA**

**BACKGROUND**

Liberia's coastal zone is adversely affected by several climate change impacts, including increases in: i) sea level rise (SLR) of 20–30 cm by 2040–2059 resulting from rising temperatures; ii) the frequency of high-intensity coastal storms caused by strong winds blowing over the surface of the ocean; iii) the intensity of rainfall events, demonstrated by an increase in precipitation on the maximum rainfall day of 9–18% by 2041–2060; and iv) rainfall variability, with wet season rainfall increasing by 1–2% and dry season rainfall decreasing by 4–13% by 2040–2059. These climatic changes, which are projected continue to intensify in the future under a range of SSP scenarios, exacerbate the impacts of heavy rainfall, storm surges and wave action on the country's coastal areas. The impacts of climate change, combined with non-climatic drivers — such as sand mining, the expansion of agricultural areas, unsustainable fishing, pollution and inadequate drainage systems — compromise the resilience of ecosystems and Liberian communities situated along the coastline. Consequently, local communities and ecosystems are experiencing increased coastal flooding and erosion, saltwater intrusion into groundwater supplies, waterlogging of inland areas and sedimentation of rivers and freshwater resources as a result of SLR and higher intensity rainfall events. The vulnerability of communities and ecosystems occurs through the: i) inundation and consequent damage of coastal infrastructure; ii) loss of fishery- and agriculture-dependent livelihoods; iii) decrease in stable income generation for coastal communities; iv) increase in conflict and competition over resources within communities; v) decrease in food and nutrition security; vi) increased risk of vector- and waterborne diseases through waterlogging; and vii) increased pressure on surrounding ecosystems to compensate for the reduced provision of services from coastal, wetland and mangrove ecosystems. In addition, the vulnerability of Liberia's coastal communities and their resilience to climate change, particularly in Sinoe County, is exacerbated by the limited capacity of the Liberian government to provide basic services and adequate support for, inter alia: i) water and sanitation; ii) healthcare; iii) utility-scale energy; and iv) road infrastructure.

As a result of coastal communities in Liberia being threatened by damaging floods and erosion – both of which are increasing as a result of sea level rise as well as other impacts of climate change such as increasingly intense rainfall events – and the current limited financial and technical capacity at the national and county levels to address these threats, The project has now been approved for implementation. The Environmental Protection Agency of Liberia (EPA) is the Executing Entity for the Project which is financed by a GEF Trust Fund grant of USD\$8.9 million and co-financed by UNDP and the Government of Liberia (GoL).

The proposed project aims to build on existing projects to strengthen the resilience of vulnerable coastal communities and their livelihoods to the impacts of climate change, focusing on women and youth. Specifically, project interventions include: i) strengthening institutional capacity for climate change adaptation planning; ii) supporting innovative technologies for climate information and communication management; iii) introducing hybrid adaptation solutions; and iv) supporting resilient livelihood diversification through training and improved access to finance. The majority of the above interventions will target all coastal counties in Liberia, while hybrid adaptation interventions will be implemented specifically in Sinoe County, one of the country's most vulnerable counties. The project plans to implement a suite of adaptation interventions which will positively impact local communities by reducing their vulnerability and increasing their resilience to the impacts of sea level rise, intense coastal storms, as well as increasing rainfall variability. These interventions include, first, creating an enabling environment for local-level coastal adaptation planning and management in all coastal counties in Liberia, particularly by strengthening the capacity of county- and district-level planners to implement measures that prevent and/or reduce the impact of frequent and intense climate change-induced flooding and erosion. The increased capacity of coastal county planning institutions will enable the improved management of coastal ecosystems that assist in reducing the impacts of increasingly intense flooding events and the implementation of adaptive infrastructure across Liberia's coastal counties. Secondly, the solution includes adopting an innovative sea and river defense and risk management (SRDRM) approach to support the adoption of integrated coastal zone management (ICZM) principles by setting a framework for infrastructure management along Liberia's coastal zone that demonstrates river and wetland management. This approach also involves improving response planning and communication mechanisms between the numerous institutions involved in coastal zone management. Thirdly, the project will design and implement climate-resilient sea and river hybrid defense solutions in Sinoe County which will reduce the impact of flooding and erosion from increasingly frequent and intense storms. By using engineered and nature-based solutions, coastal areas will be protected from SLR and extreme rainfall event-induced flooding and storm surges, as well as slow down the speed of flooding waters. Lastly, in an effort to reduce the vulnerability of coastal zones and communities, introducing sustainable, climate-resilient livelihood opportunities — that increase the adaptive capacity of coastal communities and reduce pressure on and degradation of surrounding ecosystems — will ensure the sustainability and effectiveness of the other adaptation interventions.

The Environmental Protection Agency as the National Designated Authority (NDA) and focal entity for the management of the environment and natural resources in Liberia is empowered to coordinate monitor, supervise and consult with relevant stakeholders on all activities in the protection of the environment and sustainable use of natural resources. The UNDP – as an Accredited Entity to the GEF – will oversee the project execution undertaken to ensure that the project is being carried out in accordance with UNDP and GEF policies and procedures, and will provide quality assurance support services to the project.

The Project Management Unit (PMU) will assist the implementation of the Project with support from the MME and EPA. The PMU staff will be hosted at the MME and will report to the Minister of the MME and the Executive Director/CEO of the EPA. The PMU – through the project manager – provides strategic guidance and direction to the Project Board, the Minister of MME, and the Executive Director/CEO of the EPA, and the UNDP Liberia Resident Representative.

The Ministry of Mines and Energy (MME) now invites qualified and experienced individuals to submit their CV, cover letter indicating their suitability for the post and copies of credentials to the address indicated below. Qualified and selected individuals will serve in the Project Management Unit (PMU) at the Ministry of Mines and Energy:

## 1. PROJECT MANAGER

<b>Activity result</b>		Effective coordination and management of the Project	
<b>Assignment</b>		To provide project management support to project activities and the PMU	
<b>Location</b>	Monrovia plus an agreed number of days in Sinoe County each month, Liberia	<b>Duration</b>	1 year; renewable each year up to 6 years based on performance
<p><b>OBJECTIVE</b></p> <p>The Project Manager’s primary responsibility is to ensure that the Project delivers the results specified in the Project Document, to the required standard of quality and within the specified constraints of time and cost.</p> <p>The Project Manager will manage the day-to-day activities of the PMU and other stakeholders involved in the implementation of the Project by providing technical, management and coordination support. He/she will be working closely with a project team composed of the Project Assistant, Chief Technical Advisor, Administrative and Financial Officer, Procurement Expert, Monitoring &amp; Evaluation Officer, Safeguard Officer, Gender Officer, and an Administration &amp; Finance Assistant. The Project Manager typically presents key deliverables and documents to the board for their review and approval, including progress reports, annual work plans, adjustments to tolerance levels and risk registers. He/she will also follow up on all activities of and supervise all Consultants hired on the Project.</p>			
<p><b>DUTIES AND RESPONSIBILITIES</b></p> <p>Under the guidance and direction of the Project Board and the supervision of the Minister of MME, the Project Manager (PM), together with the Lead Technical Advisor will be responsible for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors, and shall perform the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>- Manage the overall conduct of the project.</li> <li>- Plan the activities of the project and monitor progress against the approved workplan.</li> <li>- Execute activities by managing personnel, goods and services, training and low-value grants, including drafting the terms of reference and work specifications, and overseeing all contractors’ work.</li> <li>- Monitor events as determined in the project monitoring plan, and update the plan as required.</li> <li>- Provide support for completion of assessments required by UNDP, spot checks and audits.</li> <li>- Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form.</li> <li>- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.</li> <li>- Monitor progress, watch for plan deviations and make course corrections when needed within Project Board-agreed tolerances to achieve results.</li> <li>- Ensure that changes are controlled and problems addressed.</li> </ul>			

- Perform regular progress reporting to the Project Board as agreed with the board, including measures to address challenges and opportunities.
- Prepare and submit financial reports to UNDP on a quarterly basis.
- Manage and monitor the project risks – including social and environmental risks – initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log.
- Capture lessons learned during project implementation.
- Prepare revisions to the multi-year work plan, as needed, as well as annual and quarterly plans if required.
- Prepare the Inception Report no later than one month after the Inception Workshop.
- Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR;
- Prepare the GEF PIR;
- Assess major and minor amendments to the project within the parameters set by UNDP-GEF;
- Monitor implementation plans including the Gender Action Plan, Stakeholder Engagement Plan, and any environmental and social management plans;
- Monitor and track progress against the GEF Core Indicators;
- Support the Mid-term review and Terminal Evaluation process; and

Add technical tasks as necessary

## **QUALIFICATIONS**

### **Education:**

- A minimum of a Master's degree in project management; environmental management; natural resources management; accounting, economics, law, public administration; or related discipline.

### **Experience**

- At least 7 years working experience in the environment and climate change; natural resources management; project management sector in a development context.
- Good management and coordination skills, with experience of at least 5 years in project implementation and management and strategic management.
- Good experience in project work plan development, monitoring and evaluation plan development, report writing, budget and project expenditure management.
- Very good working knowledge in computer (especially Microsoft Office Suite).
- Very good research ability including internet skills.
- Good experience in writing project success stories, lessons learned and implementation of best practices.
- Good experience in working with NGOs and CSOs.
- Experience in managing GCF and GEF projects is an advantage.
- Excellent language skills (reading, writing, comprehension) in English.

### **Competencies and skills**

- Excellent interpersonal communication and facilitation skills.
- Excellent leadership skills, including ability to provide strategic and technical guidance, build strong teams and mentor staff in a professional setting.
- Ability to follow deadlines, accuracy and attention to detail.
- Ability in negotiating, diplomacy and lobbying skills.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and a problem-solving attitude.
- A team player with ability to deal with multiple teams located in multiple institutions. - Ability to identify stakeholder needs and deliver them promptly and accurately.
- Ability to work under tight timelines.
- Demonstrated ability in project team management and collaboration.

## 2. PROJECT ASSISTANT

<b>Activity result</b>		Assist the effective coordination and management of the Project	
<b>Assignment</b>		To support the project manager in providing management support to project activities and the PMU	
<b>Location</b>	Monrovia plus an agreed number of days in Sinoe County each month, Liberia	<b>Duration</b>	1 year; renewable each year up to 6 years based on performance

### OBJECTIVE

The Project Assistant's primary responsibility is to support the Project Manager in ensuring that the Project delivers the results specified in the Project Document, to the required standard of quality and within the specified constraints of time and cost. He/she is expected to assist the Project Manager with the day-to-day management and oversight of project activities.

### DUTIES AND RESPONSIBILITIES

Under the guidance and supervision of the Project Manager, the Project Assistant will carry out the following tasks:

- Assist the Project Manager in day-to-day management and oversight of project activities;
- Assist the M&E officer in matters related to M&E and knowledge resources management;
- Assist in the preparation of progress reports;
- Ensure all project documentation (progress reports, consulting and other technical reports, minutes of meetings, etc.) are properly maintained in hard and electronic copies in an efficient and readily accessible filing system, for when required by Project Board/Steering Committee, Technical Advisory Committee (TAC), UNDP, project consultants and other PMU staff; and
- Provide PMU-related administrative and logistical assistance.

### QUALIFICATIONS

#### Education

- A minimum of a Bachelor's degree in project management; environmental management; natural resources management; accounting, economics, law, public administration; or related discipline.

#### Experience

- At least 5 years working experience in the environment and climate change; natural resources management; project management sector in a development context.
- Good management and coordination skills, with experience of at least 3 years in project implementation and management and strategic management.
- Good experience in project workplan development, monitoring and evaluation plan development, report writing, budget and project expenditure management.
- Good working knowledge in computer (especially Microsoft Office Suite).
- Good research ability including internet skills.
- Good experience in writing project success stories, lessons learned and implementation of best practices.
- Experience in working with NGOs and CSOs is desirable.
- Experience in managing GCF and GEF projects is an advantage.

- Excellent language skills (reading, writing, comprehension) in English.

**Competencies and skills**

- Excellent interpersonal communication and facilitation skills.
- Excellent leadership skills, including ability to provide strategic and technical guidance, build strong teams and mentor staff in a professional setting.
- Ability to follow deadlines, accuracy and attention to detail.
- Ability in negotiating, diplomacy and lobbying skills.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and a problem-solving attitude.
- A team player with ability to deal with multiple teams located in multiple institutions. - Ability to identify stakeholder needs and deliver them promptly and accurately.
- Ability to work under tight timelines.
- Demonstrated ability in project team management and collaboration.

### 3. CHIEF TECHNICAL ADVISOR

<b>Activity result</b>		Strengthened institutional capacity for climate change adaptation planning, enhanced innovative technologies for climate information and communication management, successful introduction of hybrid adaptation solutions, and supported diversified resilient livelihoods through the provision of expert technical guidance.	
<b>Assignment</b>		To provide overall technical backstopping and management support to the Project, and is responsible – along with the Project Manager – for the overall management of the project, including the mobilization of all project inputs, supervision over project staff, consultants and sub-contractors.	
<b>Location</b>	Monrovia plus an agreed number of days in Sinoe County each month, Liberia	<b>Duration</b>	1 year; renewable each year up to 6 years based on performance

#### **OBJECTIVE**

The Chief Technical Advisor (CTA) will:

- I. Provide technical inputs into the strengthening of institutional capacity for climate change adaptation planning;
- II. Supervise the enhancement of innovative technologies for climate information and communication management;
- III. Lead the introduction of hybrid adaptation solutions; and
- IV. Provide technical support diversified resilient livelihoods through the provision of expert technical guidance.

The CTA will form part of the PMU staff and will work closely with the Project Coordinator, Project Assistant, the Administrative & Finance Officer, the Administrative & Finance Assistant, the Monitoring & Evaluation Officer, the Gender Officer, Safeguard Officer, and the Procurement Officer under the direct supervision of the Project Coordinator. The CTA will also engage closely the MME, EPA, the remaining Responsible Parties (MoCI and MoA), UNDP, the Project Board and other stakeholders involved in the implementation of the Project.

#### **DUTIES AND RESPONSIBILITIES**

Under the guidance and direction of the Minister of the MME, the Executive Director/Chief Executive Officer of the EPA and the supervision of the Project Coordinator, the CTA shall will be responsible for providing overall technical backstopping and management support to the Project, including:

- Support the overall management of the project;
- Supervise and coordinate the production of project outputs, as per the project document;
- Mobilise all project inputs in accordance with UNDP procedures for nationally executed projects;
- Supervise and coordinate the work of all implementing partners, project staff, consultants and sub-contractors;

- Support the recruitment and selection of project personnel and contractors as needed, especially with a view to the large infrastructure investments made by this project;
- Oversee and ensure timely submission of the Inception Report, Combined Project Implementation Review/Annual Project Report (PIR/APR), Technical reports, quarterly financial reports, and other reports as may be required by UNDP, GEF and other oversight agencies;
- Assist in the reporting of project progress to the Project Board/Steering Committee, and ensure the fulfilment of Steering Committee directives.
- Oversee the exchange and sharing of experiences and lessons learned with relevant actors nationally and internationally;
- Address key communication requirements and support the development and implementation of a project communication plan; and
- Oversee the timely and effective implementation of all components of the project.

## **QUALIFICATIONS**

### **Education**

- Post graduate degree in climate change, coastal engineering, integrated coastal zone management, marine engineering, geotechnical engineering, environmental engineering, disaster risk management, geography, natural resource management, development studies or other related fields.
- PhD is desirable but not a requirement.

### **Experience**

- At least 7 years of progressively relevant experience in managing and implementing large-scale development orientated projects at the regional or international level.
- Experience leading multi-dimensional teams and complex work programs.
- Experience delivering large scale projects in small developing island environments.
- Ability to lead, conduct, facilitate and document discussions with stakeholders.
- Experience in infrastructure project, preferably coastal management and protection projects, delivery in challenging locations.
- Experience working in institutional development, project development and management, budgeting.
- Project management experience in coastal management related projects would be an advantage.

### **Competencies and skills**

- Excellent interpersonal communication and facilitation skills.
- Ability to follow deadlines, accuracy and attention to detail.
- Ability in negotiating, diplomacy and lobbying skills.
- Ability to work under minimum supervision to meet short deadlines.
- Commitment and drive to achieve challenging goals, and problem-solving attitude.
- A team player with strong interpersonal skills and the ability to deal with multiple teams located in multiple institutions.
- Ability to identify client needs and deliver them promptly and accurately.
- Ability to work under tight timelines.
- Demonstrated ability in team management and collaboration.

#### 4. PROJECT ADMINISTRATION & FINANCE OFFICER

<b>Activity result</b>		Effective human resources and administrative coordination and financial management of the Project	
<b>Assignment</b>		Ensure effective administrative coordination and proper financial management of the Project	
<b>Location</b>	Monrovia plus an agreed number of days in Sinoe County each month, Liberia	<b>Duration</b>	One year initially with possibility of renewal every year for six years (project duration) depending on performance and availability of funds.

#### OBJECTIVE

The Project Administration and Finance Officer's primary responsibility is to ensure effective administrative coordination and efficient financial management of the project. The Administration and Finance Officer will form part of the PMU staff and will work closely with the Project Manager, Project Assistant, the Administration and Financer Assistant, the Chief Technical Advisor, the Gender Officer, Safeguards Officer, the Procurement Officer and the Monitoring and Evaluation (M&E) Officer under the direct supervision of the Project Manager.

#### DUTIES AND RESPONSIBILITIES

Under the guidance and direction of the Minister of the MME, the Executive Director/Chief Executive Officer of the EPA and the supervision of the Project Manager, the project Administration and Finance Officer will be responsible to perform the following but not limited to:

- Keep records of project funds and expenditures, and ensure all project-related financial documentation are well maintained and readily available when required by the Project Manager;
- Review project expenditures and ensure that project funds are used in compliance with the Project Document and GoL financial rules and procedures;
- Validate and certify FACE forms before submission to UNDP;
- Provide necessary financial information as and when required for project management decisions;
- Provide necessary financial information during project audit(s);
- Review annual budgets and project expenditure reports, and notify the Project Manager if there are any discrepancies or issues;
- Consolidate financial progress reports submitted by the responsible parties for implementation of project activities;
- Liaise and follow up with the responsible parties for implementing project activities in matters related to project funds and financial progress reports; and
- Perform other duties as may be assigned by the Project Manager.

#### QUALIFICATIONS

##### Education

- The Project Administration and Finance Officer must have a Minimum of Master's degree in Accounting; Business Administration; or related disciplines.
- A Certified Public Accountant certification is an added advantage;

## Experience

- At least 5 years of progressive relevant work experience in Accounting, and Financial-related works with good knowledge of the application of IPSAS or IFRS;
- Proficiency in use of spreadsheets, word processing and computerized accounting systems;
- Excellent computer skills and knowledge in use of computer software packages for word processing, excel, power point, databases and spreadsheets etc.
- Experience in working on GEF, GCF or UNDP funded project

## Competencies and skills

- Excellent interpersonal communication and facilitation skills;
- Ability to follow deadlines, accuracy and attention to detail;
- Ability to work under minimum supervision to meet short deadlines;
- Ability to write and communicate clearly and logically;
- Excellent spoken and written English;
- A team player with strong interpersonal skills and the ability to deal with multiple teams located in multiple institutions;
- Ability to identify client needs and deliver them promptly and accurately;
- Ability to work under tight timelines;
- Demonstrated ability in team management and collaboration/ team player;

## 5. PROJECT PROCUREMENT OFFICER

<b>Activity result</b>		Effective and efficient procurement for the smooth operations and implementation of the project activities	
<b>Assignment</b>		Ensure and coordinate all procurement activities of the project in accordance with the project document and the republic of Liberia Public Procurement and Concession Act (PPC Act) and regulations thereunder. Ensure that procurement processes adhere to GEF procurement guidelines / standards for the smooth implementation of the project.	
<b>Location</b>	Monrovia plus an agreed number of days in Sinoe County each month, Liberia	<b>Duration</b>	One year initially with possibility of renewal every year for six years (project duration) depending on performance and availability of funds.

## **OBJECTIVE**

The Project Procurement Officer's primary responsibility is to properly ensure and coordinate all procurement activities of the project in accordance with the project document and the republic of Liberia Public Procurement and Concession Act (PPC Act) and regulations thereunder. The Project Procurement Officer is also expected to ensure that all procurement processes adhere to GEF procurement guidelines / standards for the smooth implementation of the project.

The Project Procurement Officer will form part of the PMU staff and will work closely with the Project Manager, the Administration and Finance Assistant and Officer, the Chief Technical Advisor, the Gender Officer, Safeguards Officer and the Project Monitoring and Evaluation (M&E) Officer under the direct supervision of the Project Manager.

## **DUTIES AND RESPONSIBILITIES**

Under the guidance and direction of the Minister of the MME, the Executive Director/Chief Executive Officer of the EPA and the direct supervision of the Project Manager, the Project Procurement Officer will be responsible to perform the following but not limited to:

- Ensure and coordinate all procurement activities of the project in accordance with the project document and the republic of Liberia Public Procurement and Concession Act (PPC Act) and regulations thereunder
- Ensure compliance of procurement activities with GEF, UN/UNDP rules, regulations, policies and strategies; implementation of the effective internal control;
- Prepare procurement plans and implement their monitoring.
- Organise procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations.
- Preparation of Purchase Orders (PO) and contracts;
- Implement the internal control system which ensures that purchase orders are duly prepared and dispatched.
- Ensure timely corrective actions on POs with budget check errors and other problems.
- Present reports on procurement.
- Ensure implementation of sourcing strategy.
- Ensure proper Control of UNDP/GEF supported-project assets focusing
- Perform other duties relating to procurement for the project as may be assigned by the Project Manager.

## **QUALIFICATIONS**

### **Education**

- The Project Procurement Officer must have a Minimum of Bachelor's degree in procurement or supply chain management, Accounting; Business Administration; Logistic management or a related discipline for the assignment
- A Certified Public Procurement or Accountant certification is an added advantage;

### **Experience**

- At least 5 years of progressive relevant work experience in public procurement or supply chain management, accounting, and or financial-related works with good knowledge of the application of IPSAS or IFRS;
- Good working knowledge of using Microsoft Office spreadsheets, word processing and computerized accounting systems;
  - Excellent computer skills and knowledge in use of computer software packages for word processing, excel, power point, databases and spreadsheets etc.
  - Experience in working on GEF, GCF or UNDP funded project

### **Competencies and skills**

- Excellent interpersonal communication and facilitation skills;

- Able to uphold and respect procurement ethics and to conduct activities with integrity;
- Team player who demonstrates patience, flexibility and honesty;
- Be willing and able to meet tight deadlines and work long hours when required;
- Self-starter, who is able to plan and manage his/her own work, takes initiative and strives to meet deadlines
- Ability to work under minimum supervision to meet short deadlines;
- Ability to write and communicate clearly and logically;
- Excellent spoken and written English;
- Ability to identify client needs and deliver them promptly and accurately;

## 6. PROJECT MONITORING & EVALUATION (M&E) OFFICER

<b>Activity result</b>		Effective and efficient project monitoring and evaluation	
<b>Assignment</b>		To ensure full compliance to GEF guidelines, standards and requirements;	
<b>Location</b>	Monrovia plus an agreed number of days in Sinoe County each month, Liberia	<b>Duration</b>	One year initially with possibility of renewal every year for six years (project duration) depending on performance and availability of funds.
<b>OBJECTIVE</b>			
<p>The M&amp;E Officer will be responsible to provide strategic technical support to the project team both on and off-site to ensure that specific GEF monitoring requirements are met, and drive the knowledge management aspects of the project.</p> <p>The project Monitoring and Evaluation (M&amp;E) Officer will be responsible to ensure full compliance of monitoring and evaluation to the key listed components below:</p>			
<p>V. Ensure full compliance of monitoring and evaluation into the strengthening of institutional capacity for climate change adaptation planning;</p>			
<p>VI. Supervise and Ensure full compliance of monitoring and evaluation into the enhancement of innovative technologies for climate information and communication management;</p>			
<p>VII. Ensure full compliance of monitoring and evaluation into the introduction of hybrid adaptation solutions; and</p>			

VIII. Ensure full compliance of monitoring and evaluation into the diversified resilient livelihoods through the provision of M&E standards.

The M&E Officer will form part of the PMU staff and will work closely with the Project Coordinator, Chief Technical Advisor and the Project Assistant under the direct supervision of the Project Manager.

### **DUTIES AND RESPONSIBILITIES**

Under the guidance and direction of the Minister of the MME, the Executive Director/Chief Executive Officer of the EPA and the supervision of the Project Coordinator, the M&E officer will be responsible for the following but not limited to:

- Monitor project progress and participate in the production of progress reports ensuring that they meet the necessary reporting requirements and standards;
- Ensure project's M&E meets the requirements of the Government, the UNDP Country Office, and UNDP-GEF; develop project-specific M&E tools as necessary;
- Oversee and ensure the implementation of the project's M&E plan, including periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results;
- Oversee/develop/coordinate the implementation of the stakeholder engagement plan;
- Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results;
- Facilitate mid-term and terminal evaluations of the project; including management responses;
- Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products;
- Support project site M&E and learning missions; and
- Visit project sites as and when required to appraise project progress on the ground and validate written progress reports.

### **QUALIFICATIONS**

#### **Education**

- The M&E Officer should have a Master's degree, preferably in the field of environmental sciences, or natural resources management or climate change adaptation;

#### **Experience**

- At least five years of progressive relevant work experience preferably in project management and evaluation setting involving multi-lateral/ international funding agency;
- Experience in working with UNDP, GCF or GEF funded projects;
- Significant experience in collating, analyzing and writing up results for reporting purposes;
- Very good experience with project development, implementation or management;
- Extensive working experience in Liberia;
- Demonstrated experience in monitoring and evaluation of development project activities;
- Ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data);
- Experience in planning, monitoring and evaluation and having good computer knowledge of database software like MS, PowerPoint & Excel;
- Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes;
- Experience in development work, partnerships building and resource mobilization;
- Experience leading multi-dimensional teams and complex work programs;
- Ability to lead, conduct, facilitates and document discussions with stakeholders;

#### **Competencies and skills**

- Excellent interpersonal communication and facilitation skills;

- Ability to follow deadlines, accuracy and attention to detail;
- Ability to work under minimum supervision to meet short deadlines;
- Commitment and drive to achieve challenging goals, and problem-solving attitude;
- A team player with strong interpersonal skills and the ability to deal with multiple teams located in multiple institutions;
- Ability to identify client needs and deliver them promptly and accurately;
- Ability to work under tight timelines;
- Demonstrated ability in team management and collaboration/ team player;

## 7. GENDER OFFICER

<b>Activity result</b>		Provision of technical support to the project on gender-responsive, culturally sensitive, a human rights-based approach and working with the Project team and partners in mainstreaming gender issues throughout the course of the implementation of the project	
<b>Assignment</b>		To provide strategic technical and programmatic support to the project team and partners to facilitate the development and implementation of work plans and programs that are rights-based, gender-responsive and culturally sensitive.	
<b>Location</b>	Monrovia plus an agreed number of days in Sinoe County each month, Liberia	<b>Duration</b>	1 year; renewable each year up to 6 years based on performance
<b>OBJECTIVE</b>			
The Gender Officer will provide advice and quality assurance oversight, conduct capacity building and to monitor the implementation of gender-related activities and gender-sensitization. The collaborative relationship between the Officer, MME, MoCI, MoA and EPA, local and international companies (contractors), civil society groups, NGOs and all parties involved in the project will create the cross-sectoral technical perspectives required to ensure the success of this gender-sensitive approach in the project.			

## **DUTIES AND RESPONSIBILITIES**

Under the guidance and direction of the Minister of MME and the Executive Director of the EPA and the supervision of the Project Coordinator, the Gender Officer shall perform the following duties and responsibilities:

- Monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met and the reporting requirements are fulfilled;
- Monitor progress in development/implementation of the project ESMP/ESMF ensuring that UNDPs SES policy is fully met and the reporting requirements are fulfilled;
- Oversee/develop/coordinate implementation of all gender- and safeguard-related work;
- Review the Gender Action Plan annually, and update and revise corresponding management plans as necessary; and
- Ensure social and environmental grievances are managed effectively and transparently;
- Review the SESP annually, and update and revise corresponding risk log; mitigation/management plans as necessary;
- Ensure full disclosure with concerned stakeholders;
- Ensure environmental and social risks are identified, avoided, mitigated and managed throughout project implementation; and
- Work with the M&E officer to ensure reporting, monitoring and evaluation fully address the gender and safeguard concerns of the project.

## **QUALIFICATIONS**

### **Education**

- The Gender Officer should have at least a Masters or Bachelor's degree in Gender Studies, Environmental Science, Social or other Natural Sciences and relevant disciplines, preferably within gender, peace and conflict studies or project management.
- Formal training in gender analysis and gender planning, and demonstrated expertise in mainstreaming gender in projects and programs, especially in a specific area of intervention.

### **Experience**

- A minimum of 5 years of practical experience in the field of gender equality and gender mainstreaming.
- Thorough understanding of the gender context in Liberia, and experience working with government institutions and international or non-governmental organizations supporting gender and development work in the specific area of intervention.
- Familiarity with gender analysis tools and methodologies in the specific area of intervention.
- Strong communication skills, and ability to liaise with various stakeholders, including women and government institutions.
- Experience working with government institutions and international or non-governmental organizations supporting gender and development work in the specific area of intervention.

### **Competencies and skills**

- Excellent ability to communicate clearly in written and spoken English
- Excellent team player with good interpersonal skills
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight deadlines
- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Oral communication/presentation skills
- Proactive mindset
- Experience in working with the EPA or UNDP funded activities/projects
- Experience in working on GEF or GCF funded projects is an asset.

## 8. SAFEGUARD OFFICER

<b>Activity result</b>		Strategic technical support is given to the project team both on and off-site to ensure that the project is in compliance with applicable GEF, UNDP, and global social and environmental standards, including the implementation of a grievance redress mechanism and adherence to health and safety standards and protocols in order to reduce or prevent hazards and dangerous accidents, thus ensuring the safety of workers, visitors, assets and facility.	
<b>Assignment</b>		To provide technical support to the project in regards to formulating, implementing and monitoring safeguard policies; develop, monitor and implement the project's standard operating procedures to ensure that the project is compliant with applicable laws in relation to social and environmental standards including safety; and to reduce or prevent hazards and accidents.	
<b>Location</b>	Monrovia plus an agreed number of days in Sinoe County each month, Liberia	<b>Duration</b>	1 year; renewable each year up to 6 years based on performance
<b>OBJECTIVE</b>			
To provide strategic technical support to the project team both on and off-site in compliance to social and environmental standards, including health & safety procedures and requirements.			
<b>DUTIES AND RESPONSIBILITIES</b>			
Under the guidance and direction of the Executive Director of the EPA and Minister of MME and the supervision of the Project Manager, the Safeguard Officer shall perform the following duties and responsibilities:			
<ul style="list-style-type: none"> <li>- Monitor progress in development/implementation of the project Environmental and Social Management Plan/Framework ESMP/ESMF ensuring that UNDP's Social and Environmental Safeguards (SES) policy is fully met and the reporting requirements are fulfilled;</li> <li>- Oversee/develop/coordinate implementation of all safeguard-related work;</li> <li>- Ensure social and environmental grievances are managed effectively and transparently;</li> <li>- Review the project's Social and Environmental Safeguard Procedures (SESP) annually, and update and revise corresponding risk log; mitigation/management plans as necessary;</li> <li>- Ensure full disclosure with concerned stakeholders;</li> <li>- Ensure environmental and social risks are identified, avoided, mitigated and managed throughout project implementation; and</li> <li>- Work with the Monitoring &amp; Evaluation (M&amp;E) officer to ensure reporting, monitoring and evaluation fully address the safeguard issues of the project.</li> </ul>			

## **QUALIFICATIONS**

### **Education**

- The Safeguard Officer should have a Master's degree in Occupational Health & Safety, Environmental and Social Safeguard/Policy studies, Public Health, Social or Natural Sciences or other relevant disciplines, preferably in areas such as environmental health and safety, industrial hygiene or personnel safety.

### **Experience**

- A minimum of 3 years practical experience in the field of environmental health and safety, industrial hygiene or personnel safety
- Demonstrated knowledge of personnel health and safety
- Very good experience with project development, implementation or management
- Experience in policy development process associated with adaption and mitigation issues in relation to environmental health and safety, climate change, sustainable development
- Experience in working and collaborating with government institutions, UNDP and private sector
- Extensive working experience in Liberia
- Excellent knowledge of English including writing and communication skills
- Possess excellent technical skills in socio-economic and project performance assessment
- Demonstrated experience in monitoring and evaluation of development project activities
- Ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data)
- Experience in planning, monitoring and evaluation and having good computer knowledge of database software like MS, PowerPoint & Excel
- Detailed knowledge familiarity in the five major areas of stakeholder engagement, information and knowledge, policy and legislation development, management and implementation, and monitoring and evaluation
- Experience working with best practices for integrating global environmental priorities into planning, decision-making, and reporting processes
- Experience in development work, partnerships building and resource mobilization
- Knowledge of UNDP's SES is an asset

### **Competencies and skills**

- Excellent team player with good interpersonal skills
- Ability to manage workload with minimum supervision
- Ability to work under pressure and tight deadlines
- Ability to accommodate additional demands at short notice
- Ability to work in a multi-cultural environment
- Oral communication/presentation skills
- Proactive mindset
- Experience in working with the EPA or UNDP funded activities/projects

## **SELECTION CRITERIA**

The Ministry of Mines and Energy (MME) shall recruit the Project Management Unit (PMU) staffs through an open, transparent and competitive process and shall be guided by *inter alia* the Procurement and Public Procurement and Concessions Act of Liberia. All PMU staff shall conform to the Government of Liberia's laws on anti-bribery and anti-corruption. Notice is hereby issued to all interested candidates that failure to adhere to conflict-of-interest restrictions and anti-fraud and corruption rules constitutes grounds for potential debarment from future participation in procurement of goods, services or works that may result from the Project.

## **SUBMISSION OF APPLICATION**

Interested candidates should send a CV, cover letter indicating their suitability for the post and copies of credentials to the Ministry of Mines and Energy. All interested candidates are to address their applications to the following address:

### **ATTENTION:**

Director of Procurement  
Procurement Unit  
Room #: 10, Ground Floor  
Ministry of Mines & Energy  
Buzzy Quarter, Capitol Hill  
P. O. Box 10-9024  
1000 Monrovia, 10, Liberia

Application can also be received through email: [jamtsnowea@gmail.com](mailto:jamtsnowea@gmail.com)  
Please indicate the *position* and *project name* in the subject line of your submission.

**\*Female candidates are encouraged to apply!**

The closing date for submission of applications is **16:00 GMT on 15<sup>TH</sup> August 2022**. Any submission received after this deadline will not be considered. Only applicants that meet the requirements as outlined in the terms of reference will be considered for evaluation.

NOTE: This information is also posted on <https://www.emansion.gov.lr/>, <https://www.epa.gov.l/>  
<https://ww.mme.gov.lr>