

Job Description

Grow Liberia

Early Career Professionals (ECP)

Location:	Monrovia, Liberia
Start Date:	January 2016
Reports to:	Portfolio Managers and Market Analysts
Remuneration:	USD 600 per month
Duration:	One year internship

Background

GROW is a private sector development initiative operating in Liberia to promote pro-poor economic growth and stability through partnerships with the private sector. GROW is 5 year SIDA funded programme, based on the 'Making Markets Work for the Poor' (M4P) approach. The programme seeks to contribute to sustainable peace and poverty reduction through inclusive and integrated economic development in Liberia. Its objective is substantially increased incomes and employment opportunities for a large number of poor women, men and youth, created through market development in agriculture.

Position Description

The **Early Career Professional (ECP)** will support and report to the line Managers and Senior Management Team. The ECP will serve in a revolving role for one year in Intervention Management, Monitoring and Result Measurements and Operations. Grow will provide the incumbent with the opportunity to develop a strong grasp of professional skills in their career areas. The team will promote the ECP career progression through coaching and providing valuable work experience with the programme and M4P approach. In addition, the ECP will develop relationships with partners and other stakeholders during their tenure.

Specific Tasks

The ECP will use his/her technical skills in data and business modelling and analytics backed by strong critical thinking skills to support the development of effective data-based programme strategies. The ECP will assist the Technical Team and Operations Team by:

- Supporting the development of detailed impact projections for new and altered interventions, in close collaboration with Market Analysts;
- Assist with the procurement of office and project related equipment;
- Assist program staff to plan and execute logistical operations, including planning and coordinating meetings;
- Organize logistical and travel arrangements for staff and consultants;
- Assist with the maintenance of contact database with current and accurate information on vendors, contractors, and partners;
- Assist with the preparation of all support documentation for the monthly expense report;
- Assist with end of year preparation and audit preparation;
- Assisting in the development of relevant templates, forms, and other data systems for partners to improve their business capacities and contribute data to the GROW MRM system;
- Developing and/or converting relevant data collection tools, such as surveys, into platforms for mobile data collection;
- Supporting the MRM team in the organisation and aggregation of key indicators;
- Understanding the logic of intervention results chains and developing indicators and measurement plans, as needed, to measure against those results chains;

- Developing a sound understanding of facilitation-based interventions in the sector and its supporting markets, including demonstrating a clear understanding of market opportunities for smallholder farmers;
- Assisting in the development and implementation of strategies for interventions;
- Providing support in developing and amending intervention plans, activity plans, work plans, budgets, and other necessary intervention management documents, as needed;
- Engaging diverse market actors, developing partnerships, and delivering partnership activities;
- Supporting ongoing analysis of markets and market systems relevant to Interventions, including documenting and analysing observations and results, as well as drawing relevant conclusions to inform future Intervention strategies;
- Monitoring progress of assigned interventions and delivery against results chains;
- Assisting in the preparation of regular Intervention progress updates;
- Assisting in the development and updates of information on GROW's website and social media sites (Facebook and Twitter)
- Identifying, collecting and generate human interest stories from programmes/projects for internal and external use
- Support social media and outreach initiatives to promote GROW's activities
- Carrying-out additional position-related duties and responsibilities as assigned by the line manager and other members of the Senior Management Team.

Requirement

- Excellent, proven skills in Microsoft Office (Excel, PowerPoint, Word and Access) or other database skills viewed positively;
- Experience analysing markets and/or preparing analytical models in agri-business, finance, or related field;
- Experience collecting data in rural areas;
- Ability to communicate with and relate to stakeholders from diverse backgrounds (e.g. corporations, government representatives, smallholder farmers)
- Ability to travel extensively throughout Liberia including the use of a motorbike where vehicle access is a challenge;
- Creativity, energy and non-traditional development thinking capacity;
- Demonstrated experience in market system analysis and research;
- Experience working in relevant agricultural markets ;
- Strong team players;
- Experience in the private sector and ability to apply those principles with MSMEs is viewed favourably;
- Demonstrated experience in cooperating with stakeholders for the collective attainment of results and shared purpose activities;
- Excellent computer skills (minimum of MS Word, Excel and PowerPoint);
- Good report writing, negotiation and presentation skills;
- Creativity, energy and non-traditional development thinking capacity;
- Pleasant personality, with the ability to work as a member of a team.
- Experience in Information and Technology (IT) is a preferred but is not required.

To Apply

- Please send CV and cover letter to Cleopatra Johnson (Cleopatra.Johnson@growliberia.com) by December 20th, 2015.