VACANCIES ANNOUNCEMENT

**VACANCIES:**
- FINANCE/ADMINISTRATIVE OFFICER
- WASH OFFICER
- NUTRITION OFFICER
- AGRICULTURE OFFICER

**CLOSING DATE:** OCTOBER 16, 2017 AT 5:PM GMT.

Afromedical Community Health and welfare Services (ACHWS) a non-governmental organization working in Liberia working in Liberia since 2011. ACHWS is a national non-governmental organization working in preventive and curative health. ACHWS’ mission is to improve the quality of health of disadvantaged people with particular emphasis on women and children, thus our programs focus on Early Childhood Development from 0 to 3 years, Child Protection, Maternal, Newborn, Child and Adolescent Health, Nutrition, Primary Health Care, Community Health, Agriculture and WASH.

**DUTY STATION: BOMI COUNTY**

The following four (4) positions have become available in Afromedical Community Health and Welfare Services for Liberians and individuals with legal status in Liberia. In partnership with Welthungerhilfe, ACHWS invites eligible candidate to apply for the following positions: Finance Officer, WASH Officer, Nutrition Officer and Agriculture Officer.

The positions will require some travel to the different communities in Bomi County where Afro-Medical works:

**Duration of contract:** 1 Year, possible extension

**FINANCE/ADMINISTRATIVE OFFICER**

**The key responsibilities for the position are:**

- Manage the day-to-day functioning of the finance section, ensuring a set of complete and accurate financial records are kept. This includes establishing an effective filing system that provides easy access to finance-related information and proper documentation of all financial and contractual transactions;
• Ensure financial management support is provided to ACHWS in accordance with established ACHWS and donor policies and regulations and that ACHWS computerized accounting system (QuickBooks) is maintained;
• Assist in the upgrading of financial procedures when required and contribute to the overall financial development
• Ensure accounting procedures and policies are being adhered to and internal controls exist to reduce financial risk;
• Provide timely financial management information and advice to the Executive Director and prepare monthly reconciliation report and submit to the Finance Manager;
• Monitor and report on project and country office income and expenditure;
• Prepare monthly Budget vs. Actual (BvA) reports and submit to the Finance Manager;
• Prepare and implement standard ACHWS policies on finance, cash disbursements and ensure ‘Internationally recognised Standard Accounting Practices’ are observed;
• Assist the Finance Manager and Executive Director in preparation for external audits and prepare responses to auditors;
• Conduct, review and prepare the analysis of accounts payable, and initiate appropriate action for adjustments;
• Ensure an efficient financial flow process and timely payments for the goods and services required for the implementation of project activities.
• Training of Finance assistance staff
• Ensure compliance with ACHWS procurement procedures as well as the WHH procurement procedures

The successful candidate will have the following knowledge and experience:

• Bachelor’s degree in Accounting or relevant field; • Minimum 3-5 years’ experience in Accounting/Finance; Experience in Non-profit accounting preferable; Proficient in Microsoft office applications and Quick Books accounting soft wares
• Experience in Grant accounting
• Knowledge and understanding of Accounting standards
• Experience in conducting trainings
• Knowledge of and working experience with QuickBooks accounting system and other accounting software;

WASH OFFICER

The WASH Program Officer ensures that water, sanitation, and hygiene project, programs, and awareness are implemented effectively, professionally, and in accordance with the culture and practices of the local population. The WASH office ensures that the WASH program has been implemented in line with the standard, guidelines of the National WASH Guidelines of Liberia as well as the National Guidelines for Community Total Lead Sanitation (CLTS).

The key responsibilities for the position are:
• Evaluating the relevance and appropriateness of current and future programming in relation to water, sanitation and hygiene promotion in the local context
  
  Monitor and advise on WASH hardware and software activities
• Preparing the activity plan and monitoring and evaluation of WASH program activities
• Contributing to contingency planning for possible WASH emergency response if required
• Contributing to the preparation of internal and external reports for the donors, including and situation reports (SitReps)
• Acts as Liaison between ACHWS and the WASH sector Coordination body
• Verifying that all project complies in with ACHWS Quality Standards for Programs and Donor requirements
• Supervises all the hardware component of the Liberia WASH program coordinating with other stakeholders in the project
• Coordinating with community representatives and local authorities on actions relating to the water projects of ACHWS
• Train the communities and local authorities on administration and operation of water wells on aspects of operation, maintenance, disinfecting and chlorinating the water for consumption
• Conduct Community Lead Total Sanitation (CLTS) programs in consultation with MOH NTCU

The successful candidate will have the following knowledge and experience:
• A degree in one of the following - Civil Engineering, water engineering; public health; community development or a related field;
• Minimum of three years’ experience working in Construction of portable and sanitary water systems
• Experience in project and budget management
• Experience in WASH Sector specifically in Water Supply Development
• Experience in preparing diagnostic and feasibility reports of clean water projects
• Knowledge and experience in use of various water testing tools/equipments
• Knowledge and experience in working in Liberian communities implementing CLTS activities
• Good communication, negotiation, leadership and super skills

NUTRITION OFFICER

The key responsibilities for the position are:

• Provide technical input on nutrition/health and hygiene content in proposal development
• Collect data on nutritional outcomes of project in targeted communities
• Develop monitoring tools to monitor nutritional outcomes
• Tran and supervise community health promoters to collect nutritional data at households and community level
Assess learning needs to target beneficiaries including mothers, and households on the use of good health and dietary practices

Work closely with colleague and partner staff to develop user-tailored curricula and training materials

Identify and train community health promoters to support project activities

Provide support in nutrition activities including monitoring of exclusive breastfeeding, supplementary feeding practices, food utilization, Complimentary feeding, Exclusive breast feeding, Balanced diet and its importance, Hygiene, Sanitation, Water bone diseases in collaboration with the program staff and WHH to ensure optimal health and hygiene practices

Support the design sensitization campaigns that promote the use of good hygiene, nutrition, practices

Train community health promoters and target beneficiaries on the use of good nutrition and health practices

Create awareness on the importance of good nutrition practices on children and family health

Promote collaboration with the national nutrition coordination body at the MOH, Scaling Up Nutrition Civil Society Alliance of Liberia, and with other partners to advocate for policies and practices that promote the use of good nutrition practices in Liberia

Follow up on nutrition programs and prepare reports for donors and stakeholders

The preferred candidate will have the following skills and experience:

- A degree in one of the following public health; community development or a related field;
- At least 3 years in Health and Nutrition,
- Experience working with NGO in Liberia
- Exceptional skills in capacity-building and training
- Excellent oral and written communication skills in English
- Strong ability to think and plan strategically
- Computer proficiency in Word, PowerPoint, Excel is a prerequisite

AGRICULTURE OFFICER

The key responsibilities for the position are:

- Works under the technical guidance of the Project Coordinator and Technical Specialist to established a vegetable demonstration plots in targeted communities
- Provide quality extension services to farmers working on their individual vegetable garden plots in the communities
- Produce simple handbooks for farmers on vegetable production using practical and dantable knowledge and practices
- Contribute to the development of agriculture training tools for farmers on vegetable production and food utilization
• Contribute immensely to the organization and success of annual Food Fairs
• Conduct post and pre distribution monitoring of tools and seeds distributed to farmers
• Conduct project impact monitoring in targeted communities of agricultural services provided specifically vegetable production
• Provide onsite training to farmers at the demo plots sites on pest management and improve vegetable production techniques, etc
• Provide farmers with skill and knowledge in pest management, irrigation, crop rotation, soil testing, compost making, application of pesticides, etc.
• Represent ACHWS at national coordinating body or committee on Agriculture at the MOA and other related line ministries

The preferred candidate will have the following skills and experience:

It is important to know the skills and abilities of agricultural jobs to prepare resumes for agricultural jobs

A degree in one of the following agriculture; community development or a related field;

• Good manual strength and the capability to follow safety procedures
• Specialist in use of method, like crops, environment, mechanization, animals, marketing and business management
• Organizational skills including the aptitude to handle projects
• Able to practically work on university assignment, vacation and academic search
• Manageable core abilities such as IT and generic skills
• National view point of food production
• Able to work in team
• Capable to research link between the environment and changes
• Competent to create and maintain business relationships
• Outstanding knowledge and experience of working with other people

Applications are to be submitted to: The Human Resource Officer, Afromedical Community Health and Welfare Services, 72nd Paynesville, Monrovia Liberia via the following email address: afromedchws@gmail.com or copy of your application with supporting documents can be delivered at Afromedical office on 72nd Paynesville, Opposite The Oldarmy Barrack; Adjacent the Orange Tower.

Please do not attach scanned certificates via email.

Closing date for applications is Monday October 16, 2017 at 5:pm GMT.

Should you be shortlisted you will be contacted within 1 week after the application closing date.

We encourage you to visit our website: www.afromedical.org for more information about our work. This application is also posted on our website.