



Recruitment Announcements for the WASH-FIN 2 project in Liberia

Tetra Tech International Development Services [International Development Jobs - Tetra Tech](#) is accepting applications for an **Administration and Finance Manager and a Country Team Leader** for a potential activity in Liberia. These would be full-time positions with an expected duration through October 2027 and will be based in Monrovia.

The **USAID-funded** WASH-FIN 2 Liberia activity is expected to support the Government of Liberia at both national and decentralized levels in its efforts to improve service provider performance and governance of the water and sanitation sector. Activities are expected to include technical assistance (TA) and grant support to strengthen the Liberia Water and Sewer Corporation (LWSC) and additional individual water and sanitation service providers (WSSPs), as well as TA to strengthen sector governance and accountability within national institutions and LWSC.

Country Team Leader

<https://bit.ly/3TIYHfw>



Scan me

Administration and Finance Manager

<https://bit.ly/3vnKwi1>



Scan me

The application deadline is **Friday, April 26, 2024**.

Country Team Leader for WASHFIN 2 Project

Monrovia, LR-LR, Liberia

The USAID-funded WASH-FIN 2 project, implemented by Tetra Tech International development, is currently accepting applications for a Country Team Leader (CTL) for a potential activity in Liberia. This would be a full-time position with an expected duration through October 2027, based in Monrovia, Liberia.

The WASH-FIN 2 Liberia activity is expected to support the Government of Liberia at both national and decentralized levels in its efforts to improve service provider performance and governance of the water and sanitation sector. Activities are expected to include technical assistance (TA) and grant support to strengthen the Liberia Water and Sewer Corporation (LWSC) and additional individual water and sanitation service providers (WSSPs), as well as TA to strengthen sector governance and accountability within national institutions and LWSC. Specific areas of focus *may include*: assistance with development and supervision of contracts with the private sector for management of piped water systems in secondary cities; improvement of corporate governance and management systems at the LWSC and advocacy and TA for rationalization of roles and improved performance accountability by national institutions; TA and capacity building for individual WSSPs in business planning, performance monitoring, customer engagement, and other areas to increase access to services while improving technical and financial sustainability; and development and implementation of in-kind grant support for catalytic interventions such as solarization of pumping systems to boost cost recovery and climate resilience.

The Liberia CTL is responsible for the effective implementation of WASH-FIN 2's country activities, with direct oversight of country-specific financial and administrative management. The Liberia CTL supervises technical and administrative support staff, short-term consultants, and subcontractors providing intermittent technical assistance for in-country activity implementation. The CTL is a full-time position with an expected duration through October 2027.

Responsibilities:

- * Provides leadership, supervision, and direction to the WASH-FIN 2 in-country implementation team and short-term technical assistance resources;
- * Provides quality assurance/quality control of all country-specific deliverables;
- * Assumes overall responsibility for the efficient operations of administrative, personnel, financial, and related management systems as codified in TT's manuals, handbooks and Standard Operating Procedures (SOPs);
- * Provides technical assistance in one or more specific technical areas, in accordance with the contract statement of work and approved country-specific proposal and work plan;
- * Leads preparation of country-specific contributions to project reporting, including annual Work Plan, Annual Reports, Quarterly Reports, and Final Report;
- * Assures that equipment, local personnel, and country-specific files are handled in accordance with client and TT policies and regulations such as SOPs and the Code of Conduct;

*Serves as the primary, in-country contact for all safety and security issues which may affect WASH-FIN 2 staff and its installations (as directed in WASH-FIN 2's Safety & Security Manual);

* Represents TT in-country at conferences, seminars, and other professional meetings that require presence of the Liberia CTL;

* Serves as the official spokesperson of WASH-FIN 2 activities in the country with the USAID/Liberia technical staff, host country government and local counterparts, and other collaborating institutions and agencies.

Qualifications:

* Minimum of bachelor's degree (master's preferred) in engineering, economics, public policy, or related field;

* Minimum of 10 years of professional experience in water and sanitation infrastructure development and service delivery or a related field, with a demonstrable knowledge of the technical and policy issues, reform agendas, and practical challenges of financing and management of piped water supply and urban sanitation infrastructure and services in developing countries;

* At least 5 years' experience in an advisory role in the water and sanitation sector is required, with deeper knowledge of specific topics relevant for the expected Liberia activity strongly preferred (e.g. utility performance improvement and management, private sector performance management contracting and incentive systems; utility corporate governance systems; water utility regulation, performance monitoring, accountability systems; business planning, and performance improvement systems; finance and investment planning for water and sanitation systems);

* Strong written and verbal communications skills in English are required, including ability to clearly communicate complex technical issues to non-technical audiences;

* Prior experience successfully managing project budgets, contracts and multi-disciplinary teams is required, while previous experience with USAID project management is preferred;

* Prior experience supporting private sector participation in WASH services highly desirable;

* Experience with urban climate resilience preferred.

Liberian nationals strongly encouraged to apply.

To be considered, please submit the following:

* Cover Letter

* CV in reverse chronological format

Please ensure that only the requested documents noted above are submitted. Only candidates who have been selected for an interview will be contacted. **No phone calls, please.** The application deadline is Friday, April 26, 2024.

Tetra Tech International Development is committed to safeguarding and technical excellence in equality and social inclusion. Our team of dedicated Gender, Youth, and Social Inclusion (GYSI) advisers work closely

with our staff and partners to share international norms and best practices to improve the livelihoods of the world's most marginalized groups. Tetra Tech International Development is especially interested in candidates that can contribute to our Diversity, Equity, and Inclusion (DEI) initiatives that aim to expand inclusion and an authentic sense of belonging to all our staff regardless of background.

Reasonable Accommodations:

We are dedicated to hiring an inclusive workforce. If you would like to request reasonable accommodations during the application process, please visit [Tetra Tech's Disability Assistance Page](#). Our recruitment team looks forward to engaging in an interactive process to provide reasonable accommodations for candidates.

Tetra Tech combines the resources of a global, multibillion-dollar company with local, client-focused delivery in more than 550 locations around the world. Our reputation rests on the technical expertise and dedication of our employees — 27,000 associates working together to provide smart, scalable solutions for challenging projects. We are proud to be home to leading technical experts in water, environment, infrastructure, resource management, energy, and international development. We are an Equal Opportunity Employer/Affirmative Action/Americans with Disabilities/Veterans employer.

Project opportunity

Water Security and Sanitation (International Development)

ARD 188

Requisition #18800001094

Administration and Finance Manager for WASHFIN 2 Project

[Monrovia, LR-LR, Liberia](#)

The USAID-funded WASH-FIN 2 project, implemented by Tetra Tech International Development, is currently accepting applications for an Administration and Finance Manager (AFM) for a potential activity in Liberia. This would be a full-time position with an expected duration through October 2027, based in Monrovia, Liberia.

The WASH-FIN 2 Liberia activity is expected to support the Government of Liberia at both national and decentralized levels in its efforts to improve service provider performance and governance of the water and sanitation sector. Activities are expected to include technical assistance (TA) and grant support to strengthen the Liberia Water and Sewer Corporation (LWSC) and additional individual water and sanitation service providers (WSSPs), as well as TA to strengthen sector governance and accountability within national institutions and LWSC.

The Admin and Finance Manager is responsible for all financial and administrative operations in WASH-FIN 2's Liberia office. The Admin and Finance Manager will maintain a record of all expenditures as well as receipts of funds, oversee the preparation of all the documentation related to purchases and disbursement of funds and oversee all administrative functions including general office administration, human resources functions, and procurement.

Responsibilities:

- * Participate in all project-related budgeting exercises and prepare specific budgets for local activities;
- * Prepare monthly cost projections and execute and/or oversee all project payments, including preparing disbursement vouchers and supporting documentation using Salesforce software, and uploading costs to QuickBooks;
- * Lead and/or oversee local procurement processes following USAID regulations and company policies and procedures;
- * Oversee financial and administrative aspects of local subcontract management in compliance with USAID regulations and company policies and procedures;
- * Maintain and/or oversee proper filing of financial, administrative and human resources related documents in accordance with Tetra Tech filing policy and safeguard important project documents;
- * Ensure WASH-FIN 2 Liberia financial documents, reports and local tax reporting and other related filings are maintained and updated in a timely manner;
- * Ensure the project is following best practices in all administrative, operations and financial aspects in compliance with USAID regulation on company policies;
- * Collaborate in the development and implementation of security measures and of the local WASH-FIN 2 project safety and security manual;
- * Oversee logistics planning and implementation for special events, staff meetings, workshops, etc.
- * Supervise a team of up to 5 admin/finance staff depending on eventual project staffing needs; and
- * Perform other operational duties as requested by the Liberia Team Lead and/or Operations backstop.

Qualifications:

- * University degree in financial management, accounting or other similar degree;
- * Minimum of ten years of directly relevant work experience required;
- * At least five years' experience as Director of Administration/Finance or equivalent position supporting the management of USAID-funded projects highly preferred;
- * Certified Public Accountant (CPA) training and/or qualification preferred;
- * Exceptional knowledge of information and computer technology, with expertise in accounting software QuickBooks required; prior experience with Salesforce accounting software preferred;

- * Excellent command of English language is required.
- * Liberian nationals are strongly encouraged to apply.

To be considered, please submit the following:

- * Cover Letter
- * CV in reverse chronological format

Please indicate where you saw Tetra Tech's IDS ad posted.

Please ensure that only the requested documents noted above are submitted. Only candidates who have been selected for an interview will be contacted. **No phone calls, please.**

The application deadline is Friday, April 26, 2024.

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Project opportunity

Water Security and Sanitation (International Development)

ARD 188

Requisition #18800001095