



Founded in 1976, Habitat for Humanity International (HFHI) is a Christian housing organisation serving families in more than 70 countries around the world who are living in sub-standard housing. Since its founding, it has built or repaired over 1 million homes, providing more than 5 million people with safe, decent, affordable shelter!

TITLE: Liberia Program Manager

LOCATION: Monrovia, Liberia; up to 30% travel

DURATION: Initial one (1) year contract

HFHI in Europe, Middle East & Africa is seeking a dedicated and savvy leader in international development to fill the role of Liberia Program Manager for its Europe, Middle East & Africa (EMEA) region.

PROJECT BACKGROUND:

The Liberia Country Program is a five year program from 2016 to 2021 that aims to create a platform to support the sustainable urban development of greater Monrovia in an inclusive and comprehensive manner, building on the foundation of community engagement, partnerships and institutional capacity building. The Liberia Country Program enables development partners to coordinate efforts, align work streams and collaborate within an institutionalized framework that aligns nation, local and community stakeholder's needs and priorities around a common purpose and city vision, through the development of a City Development Strategy and a National Urban Strategy.

HFHI's contribution to the Liberia Country Program in Phase 1, Year 1 is the development of a slum upgrading and affordable housing policy framework and the design of housing and upgrading prototypes, to guide the overall planning and development of affordable and adequate housing in greater Monrovia. Facilitating the delivery of affordable housing and slum upgrading is a fundamental part of supporting the sustainable urban development of greater Monrovia. The Program creates a platform for HFHI to collaborate with key stakeholders including Slum Dwellers International, UN-Habitat, WIEGO, National Housing Authority at the national government level, as well as Monrovia City Corporation and Paynesville City Corporation local governments.

KEY DUTIES INCLUDE:

Effective Program Management, Monitoring and Evaluation, Coordination and Partnership Building

- Act as key country focal point for the HFHI portion, working in partnership and nurturing relationships with Cities Alliance and relevant partners.
- Support the implementation and management of the program.
- Lead the daily supervision of various activities and oversee implementation of all HFHI activities, including engagements, partnership agreements, deliverables, monitoring and evaluation, and donor reporting.
- Establish in-country project teams and consortia to carry out HFHI components.
- Manage all in-country logistics (hotel, transportation, etc.) for international staff trips related to research and implementation. Must accompany all international staff during country visits.

- Coordinate with the in-country market development lead during implementation of market development component.
- Prepare and update project work plans.
- Manage project budget and ensure funds are disbursed properly, accounting records and supporting documents are properly kept, and financial procedures/regulations are applied.
- Supervise local short-term consultants.
- Prepare project progress reports and organize steering committee meetings.
- Conduct interviews with government agencies, firms, and housing-related organizations.
- Facilitate focus group discussions and other research.
- Work with potential and actual donors, identifying opportunities for resource mobilization.

Technical and Specialist Services

- **Rapid Desktop Assessment:** Includes broad assessment of the existing programs, policy, legislation and institutional frameworks (related to land, security of tenure, review of census data, financial systems, government subsidies, etc.) and contextual conditions (affordability levels, housing stock conditions, climatic conditions etc.) that impact on low-income communities' access to affordable and adequate housing in greater Monrovia.
 - Drafting the Terms of Reference;
 - Conducting overall desktop research, data gathering and reviewing;
 - Data Analysis and writing final report.
- **Hazards and Vulnerability Assessment:** Consists of a macro-level assessment and community-level assessment. Methodologies to be used include surveys, mapping (review of existing GIS/satellite data), key informant interviews, transect walks and others, as context dictates.
- **Housing Value Chain Assessment:** Involves looking at current supply and demand-sides of affordable housing in greater Monrovia. Gathering of information directly from local stakeholders, market actors and communities and from the review of relevant secondary data and methodologies to be used include surveys, key stakeholder and market actor interviews, round tables.
- **Slum Upgrading and Affordable Housing Policy Framework:** Provides comprehensive overview of opportunities, hazards and vulnerabilities, challenges and gaps around the delivery of affordable and adequate housing in greater Monrovia and identify immediate and long-term housing and upgrading prototypes that can be tested and piloted, including:
 - Policy recommendations;
 - Housing finance interventions;
 - Housing improvement support interventions;
 - Technical support interventions.
 - Activities:
 - Preparation of the draft Slum Upgrading Policy Framework.
 - Finalization of Policy Framework.
 - Stakeholder Consultation and Endorsement of the Policy Framework and Housing Interventions.

Monitoring and Project Controls

- Regular project stage progress reports with financial and progress narratives
- Program M & E Plan
- Risk Management Plan
- Program Communication and Advocacy Plan
- Gender Mainstreaming Plan
- Final Rapid Desktop Assessment Report
- Final Slum Upgrading and Affordable Housing Policy Framework and Interventions
- Office Assets List

REQUIREMENTS:

- University degree in business administration, finance, economics, international development or related areas.
- At least five (5) years of work experience in project management for international development programs in Liberia, NGOs, and public sector agencies.
- Must have held supervisory roles in one or more areas of program design, program management and impact evaluation.
- Familiarity with the work of HFHI and Cities Alliance or other multilateral, bilateral and civil society development partners in urban development.
- Strong understanding of program development and results-based management, including monitoring and evaluation.
- Fluency in written and spoken English.
- A strong network of contacts in the public and private sectors and NGO community within Liberia. Housing sector contacts are a plus.
- Experience promoting constructive dialogue between diverse stakeholders and different socio-cultural backgrounds including government, nongovernmental and private sector actors; ability to work collaboratively and operate effectively across thematic areas.
- Strong communication and presentation skills (written and oral). In particular the ability to write clearly, succinctly and engagingly about technical subjects in English.
- Experience handling logistics and field research work activities such as coordination of focus groups, and key informant interviews.
- Excellent computer and Information and communication technology skills
- Facilitation skills being able to articulate the participation of diverse market actors in a meaningful way.
- Preferred: Experience working in the housing sector.
- Preferred: PRINCE2 Foundation or a similar project management certification (i.e. PMBOK, PMP, PMI)

HOW TO APPLY:

Submit your CV along with a letter of motivation online through our career site at:

<http://www.habitat.org/job/liberia-program-manager>

The position offers a competitive compensation and benefits package in the non-governmental organisation market.

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.