

## Job Description

### Grow Liberia

### Junior Market Analyst

**Location:** Monrovia, Liberia  
**Start Date:** January 2016  
**Reports to:** MRM Director  
**Remuneration:** USD 50 daily

### 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 Junior Market Analyst (JMA) will report to and work directly with the MRM Director. The JMA will provide support in the design, implementation, and management of results measurement systems for the Grow programme. The JMA will offer critical technical expertise in monitoring and results measurement, as well as strategic input into the implementation of programmes. Because Grow takes a facilitative, systemic approach to achieving impact, the Junior Market Analyst will be expected to work adaptively and flexibly to continually improve results measurement. The role will also require candidates to display skills in managing and building partnerships and identifying new opportunities for learning through the analysis of programme data.

### Task and Responsibilities

- Contribute to the management of GROW's results measurement and market information needs: under the guidance of the Director of Results Measurement and the Market Analysts, the Junior Market Analyst will be involved in the following tasks:
  - **Development and updating of results chains, indicators and measurement plans:** collaborate with other members of the team to develop logical results chains for GROW's interventions with clear and measurable indicators, and review them regularly.
  - **Development of data collection tools:** develop tools for the collection of quantitative and qualitative data, including but not limited to surveys, key informant interview guides, focus group discussion guides, mobile-based data collection tools.
  - **Data collection:** as needed, support in field-based data collection activities. This will include training and some oversight of portfolio teams, partners and enumerators to ensure they collect high-quality data alongside implementation activities.




- **Market information and programme data analysis:** provide high-quality analysis of quantitative and qualitative information for design of programme interventions and management decision making.
- **Generate reports:** provide verbal updates during weekly team meetings, support portfolio managers in presenting data against intervention results chains, and develop needed dashboards and data snapshots to support results-based management and learning with the GROW team. As needed, participate in the writing and analysis of semi-annual and annual reports to Sida.
- **Support learning and knowledge management:** provide data-based insights, compile case studies and reports, prepare inputs for the GROW website and perform other tasks to support learning and knowledge management within the GROW team.
- **Ensure compliance with the DCED Standard:** support the Director of Results Management in developing and maintaining measurement systems which comply with the Donor Committee for Enterprise Development (DCED) Standard for Results Measurement. As needed, support in the preparation of and provide inputs for DCED Standard audits.
- Participate in studies or research that enable GROW to fill information gaps and contribute to informing and influencing key stakeholders.
- Provide input to the design and management of a knowledge management system for GROW, including compilation of lessons learnt, case studies.
- **Additional duties and responsibilities:** the Junior Market Analyst will take on other position-related responsibilities and tasks from time to time as assigned by the MRM Manager or other members of the Senior Management Team.

### Reporting Deliverables / Contributions:

- Quarterly, semi-annual and annual progress reports
- Annual Business Plan
- Communications, Knowledge Management and Marketing Strategy
- Weekly reporting
- MRM Reports, survey reports, etc.
- Final programme report

### Requirements

- A bachelor's degree preferred in business, statistics, agricultural economics, international development and/or economics or related field
- Experience in research or data analytics role including:
  - Development of measurement plans and data collection tools
  - Management and execution of quantitative and qualitative data collection
  - Strong skills in data analysis and proficiency working with Microsoft Office Suite; experience with other data analysis or statistical software preferred
- Prior experience in M&E or research initiatives
- Thorough knowledge of the geographies, context, and culture of Liberia in rural, peri-urban, and urban locations
- Experience working in agriculture and the private sector preferred
- Ability to travel extensively in Liberia, including use of a motorbike where vehicle access is a challenge;

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- Ability to think critically and demonstrate skills in market analysis and execution of data-based decision making
  - Experience using statistical software and/or developing data collection tools for mobile platforms a plus.

### Criteria for Success

- Strong background in statistics
- Proven success in monitoring and evaluation or similar roles in market and data analysis
- Proven ability to think analytically and critically to translate ideas and insights into action through coherent and viable programme work;
- Action oriented, entrepreneurial person who is a self-starter that can work independently, as well as in teams;
- Understanding of agriculture and the private sector, as well as the development landscape in Liberia;
- Ability to listen and learn from diverse perspectives;
- Strong communication skills, both oral and written;
- Demonstrated organisational skills and the ability to manage multiple tasks simultaneously;
- Strong time management proficiency;
- Sound, mature judgment and integrity.

### To Apply

- Please send CV and cover letter to Cleopatra Johnson ([Cleopatra.Johnson@growliberia.com](mailto:Cleopatra.Johnson@growliberia.com)) by December 20<sup>th</sup>, 2015.