



The Liberian National Red Cross Society (LNRCS) is looking to hire qualified and dynamic Liberian to fill in the below positions:

**Contracts Length: Open ended Contract**

**Duty Station: Monrovia**

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**Job Title:** Programs Coordinator

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-PC-001**

**Job purpose:** Reporting to the Secretary General, the Programs Coordinator will work closely with the Programs team (DM and Livelihoods, Health, PMER and Communication Managers) to ensure the efficient and effective management of LNRCS interventions. The Programs Coordinator will coordinate of all aspects of the programs and will directly supervise technical teams.

The Programs Coordinator will also act as one of the deputies to the Secretary General as well as having and have a primary role in guiding the strategic direction of the programs. She/he will plan, develop, implement, coordinate and monitor the LNRCS programs with the objective of achieving the key deliverables set as targets in the programs. The Programs Coordinator will also provide monthly reports that are timely, accurate and qualitative to the Secretary General in collaboration with the PMER Manager and the others program Manager.

For more details or information about the Job description, please click on this link: <https://goo.gl/BF754R>

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**Job Title:** Logistics Coordinator

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-LC-002**

**Job purpose:** Reporting to the Secretary General, the Logistics Coordinator will work closely with the Programs and Finance and Administration team to ensure the efficient and effective delivery of logistics services to LNRCS activities or programs.

The Logistics Coordinator is responsible to organize a professional Logistics Unit in developing standards procedures related to the acquisition, the dispatching and the usage of the assets, consumables and stationaries.

The main roles will include standard warehouse operations, transportation and management of fleet operations, field logistics and managing storage infrastructure projects.

The Logistics Coordinator will also provide monthly timely, accurate and efficient logistics reports to the Secretary General and to the others departments in order to improve and promote the works of the LNRCS.

The Logistics Coordinator will also support production of any appeal and contribute to proposal writing for donors in collaboration with IFRC, PNS or others partners.

For more details or information about the Job description, please click on this link: <https://goo.gl/3XL0q2>

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**Job Title:** Finance and Administration Coordinator

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-FAC-003**

**Job purpose:** Reporting to the Secretary General, the Finance and Administration Coordinator ensures the smooth running of the Finance and Administrative department. He/She must ensure that the financial rules and procedures are known, disseminated and respected by all staff and partners of the Society.

The FIN & Admin Coordinator is accountable for the integrity of the financial and analytical accounting and reporting in the field, which includes the supervision of the account department, and other administrative staff and pays a key role in the preparation of the annual budget / monthly expenditures and risk reporting

The FIN & Admin. Coordinator manages and supervises other administrative staff and organize regular training sessions and on the spot coaching to enable them carry out their duties as outlined in their Job descriptions.

For more details or information about the Job description, please click on this link: <https://goo.gl/ueQEYl>

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**Job Title:** Executive Secretary

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-ES-004**

**Job purpose:** Reporting to the Secretary General, the Executive Secretary will work under his supervision. The Executive Secretary will be responsible for providing administrative and secretarial support to the Secretary General in order to ensure smooth and efficient running of the office.

For more details or information about the Job description, please click on this link: <https://goo.gl/0ixywc>

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**Job Title:** Admin & HR Manager

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-AHRM-005**

**Job purpose:** Under the supervision of the Finance and Administrative Coordinator, the Administrative and HR Manager assist in the smooth running of the and HR Officer will ensure that the organization's leaders, managers and staff within the LNRCS receive high quality, value adding and consistent HR services and advice that supports operations whilst ensuring equity among staff and compliance with HR programs and policies. An important aspect of the position is to work closely with the Liberian National Red Cross Society (LNRCS) to support their work in strengthening HR structure.

For more details or information about the Job description, please click on this link: <https://goo.gl/TAJyfk>

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**Job Title:** Accountant

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-A-006**

**Job purpose:** The Accountant is responsible for ensuring that the accounts for the Liberia National Red Cross Society projects funded by the partners are in line with generally accepted accounting principles. He/she is also responsible for producing timely reports that meet the various requirements of the International Federation of The Red Cross and the Liberia National Red Cross Society.

The accountant is aware and must ensure that the financial rules and management of the Society is respected at all times.

For more details or information about the Job description, please click on this link: <https://goo.gl/zrMNB5>

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**Job Title:** Organizational Development Manager

**No of Post:** One (01)

**Duty Station:** Monrovia **(with regular travel on the field/Chapters)**

**Reference Number:** **LNRCS-M-OD-007**

**Job purpose:** Under the direct supervision of the Secretary General and reporting to him, the Organizational Development Manager will assist and handle OD programme related issues including partnership coordination, planning, finance development, volunteering and youth management and reporting.

For more details or information about the Job description, please click on this link: <https://goo.gl/Yf7isp>

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**Job Title:** PMER Manager

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-PMER-008**

**Job purpose:** Reporting to the Programs Coordinator, the PMER Manager will work closely with the programs team to ensure the efficient and effective delivery of reporting related to LNRCS interventions. The PMER Manager is also responsible to monitor and report to management and stakeholders on programs/projects.

He/She will work with NS counterparts to strengthen the planning, monitoring, evaluation and reporting capacity of the national society through on-the-job training, in organizing, analyzing and consolidating monthly programs progress reports and in carrying out research activities that are intended to improve and promote the works of the LNRCS. He/She will also support production of any appeal and contribute to proposal writing for donors in collaboration with IFRC, PNS or others partners.

For more details or information about the Job description, please click on this link: <https://goo.gl/rx5JyU>

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**Job Title:** DM Manager

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-DM-009**

**Job purpose:** Under the supervision of the Programs Coordinator and reporting to him, the Disaster and Risk Management Manager will provide support in risk and disaster preparedness, response, mitigation and resilience activities of the Liberia National Red Cross Society. The DM Manager will work in building national and institutional capacities. When necessary, he could be deployed to provide surge capacity for the start up or running of an emergency operation in the field.

For more details or information about the Job description, please click on this link: <https://goo.gl/3YU4tQ>

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**Job Title:** Health Manager

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-HM-010**

**Job purpose:** Under the supervision of the Programs Coordinator and reporting to him, the Health Manager is responsible to develop and oversee the implementation of the Community Based health programs of the LNRCS. He/she shall work in close collaboration with the relevant national and international partners to ensure that health programs of the LNRCS are consistent with Liberia National Health Plan, Africa Rec Cross and Red Crescent Health initiative and other public health standards.

The Health Manager will be fully involve in any intervention during the outbreak of diseases and will supervise the PSS activities.

For more details or information about the Job description, please click on this link: <https://goo.gl/moaAkR>

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**Job Title:** Communication Manager

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-CM-011**

**Job purpose:** The Communication Officer is responsible to regulate the media and public relations of the LNRCS. He/She liaises with media institutions and the public and undertake promotional activities aimed at building the image of the National Society.

The Communication Manager is responsible for producing original content for dissemination through traditional and social media. The officer will produce written news stories, blogs, tweets, photographs, video footage and audio clips and assist in the organization of media events.

For more details or information about the Job description, please click on this link: <https://goo.gl/sn8dNR>

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**Job Title:** IT Manager

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-ITM-012**

**Job purpose:** Under the direct Supervision and the guidance of the Logistics Coordinator, the IT Manager will install, maintain, manage and support the LNRCS's ICT systems and infrastructure. He/She will advise and support the partners (PNS) in the implementation of their information and communication infrastructure if needed and when required. The IT Manager will make sure that LNRCS's IT policy is developed, implemented and respected by all the staffs.

For more details or information about the Job description, please click on this link: <https://goo.gl/LcXBga>

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**Job Title:** Warehouse Manager

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-WM-013**

**Job purpose:** Under the direct Supervision and the guidance of the Logistics Coordinator, the Warehouse Manager will facilitate and coordinate logistics and warehousing activities and will support LNRCS's team in Liberia to execute tasks detailed under duties and responsibilities.

For more details or information about the Job description, please click on this link: <https://goo.gl/On1xDu>

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**Job Title:** PSS Officer

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-PSSO-014**

**Job purpose:** Under the direct supervision of, and reporting to the Health Manager, the PSS Officer will identify PSS activities and develop a detailed implementation plan. The Plan of Action will encompass PSS activities agreed upon by the LNRCS and its partners inclusive of developmental and emergency programmes to be implemented under Health and Care component of the LNRCS.

For more details or information about the Job description, please click on this link: <https://goo.gl/JtzeHE>

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**Job Title:** Maintenance and Repairs Assistance

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-MRA-015**

**Job purpose:** The Maintenance and repair Assistant will provide technical services to the LNRC HQ and ensure the generators, electrical installations along with water and sewer system are functioning well. The maintenance and repair officer will make himself available to provide maintenance and repairs works when required. He is the handy man of the LNRCS and makes himself available even after working hours in case of needs.

For more details or information about the Job description, please click on this link: <https://goo.gl/P6jZcy>

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**Job Title:** Driver

**No of Post:** Three (03)

**Reference Number:** **LNRCS-M-DRV-016**

**Job purpose:** Under the direct Supervision and the guidance of the Logistics Coordinator, the driver will be in charge of driving the LNRCS team and the materials and equipment for the programs activities and will perform as necessary miscellaneous job-related duties.

For more details or information about the Job description, please click on this link: <https://goo.gl/fHyw1c>

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**Job Title:** Janitor

**No of Post:** One (01)

**Reference Number:** **LNRCS-M-JAN-017**

**Job purpose:** Under the direct Supervision and the guidance of the Administrative and HR Manager, the Janitor is responsible for the cleaning of the offices, hallways and the entire building ensuring that the hygiene standards are met and that staff are able to work in a clean environment. The Janitor is also responsible to keep the toilets clean and ensure that coffee break material and drinking water are available for staff.

For more details or information about the Job description, please click on this link: <https://goo.gl/XYIj2Z>

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### **How to Apply**

Please send your CV (*with 03 Referees email-addresses + phone contacts*) and Motivation letter to :

[\*\*lnrcs.recruitment2016@liberian-redcross.org\*\*](mailto:lnrcs.recruitment2016@liberian-redcross.org)

While applying quote the **Reference Number** which is **underlined** on the subject **title**.

Applications will not be accepted, after **Friday, July 08<sup>th</sup> 2016 05:00 p.m.**

**No hand delivered applications will be accepted.**