



Kid's Educational Engagement Project (KEEP)



#4 Lynch Street, Apt #2
Lynch Street, Monrovia

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Vacancy Announcement

Position Title: County Coordinator
Reports to: Program Coordinator
Supervises: Field Supervisors, Office Assistant, Security
Duty Station: Grand Gedeh County

Interested applicants should send applications to keepliberia@gmail.com

Job Summary:

The County Coordinator is responsible for coordinating, consolidating, and ensuring smooth implementation of program and operations' activities in the county of assignment along with adherence to logistic, human resource, administration procedures.

Main Duties And Responsibilities

- Serve as lead staff in the coordination of activities in Grand Gedeh.
- Provide coordination and effective management and direction of programme activities in the county.
- Attend various weekly and monthly county coordination meetings and provide written reports.
- Provide supervision for county field and administrative staff.
- Prepare monthly county activities report.
- Manage projects being implemented by KEEP in the county which includes assisting in the planning and tracking, ensuring timelines are observed.
- Prepare and submit quarterly and monthly work-plans that clearly sets performance targets, and identify challenges and strategies to achieve project aims in coordination with the Program Coordinator.
- Conduct quarterly performance evaluation meetings with supervisees.
- Maintain regular contact with local county and community authorities.
- Be in charge of the team security and coordination
- Plan the logistics of field work collection.
- Ensure implementation is in compliance with KEEP's established policies and procedures.
- Perform any other duty as may be required.

Requirements

- At least 3 years previous field experience with a non-profit organization, ideally in a similar role.
- Bachelors degree in Sociology, Management or Education is required.
- Must be computer literate and very proficient working in MS Word and Excel and know how to send emails.
- Substantial knowledge regarding the program management on field level.
- Must have community engagement experience and communication skills. Both written and spoken.
- Must be able to communicate excellently in English.
- Substantial knowledge of standard logistics procedures and practices is required.
- Excellent communication and representative skills (written, oral, cross-cultural)
- Ability to multitask and deal with stressful situations and problem solve.
- Ability to work in a team setting.