



Post Title	:	Learning and Career Development Officer
Unit	:	MPEA National Capacity Development Unit
Supervisor	:	Director, National Capacity Development Unit (NCDU)
Duration of assignment	:	Twelve Months (with possibility of extension if funds are available)
Starting Date	:	Immediately
Advertised on	:	30 August 2010
Deadline	:	16 September 2010

Qualified female candidates are especially encouraged to apply.

Background

The Government of Liberia is investing in a comprehensive and long-term capacity development agenda to accelerate recovery and sustainable development in Liberia. Strengthened national capacity is an integral component of Liberia's development planning and reform agenda as outlined in the Poverty Reduction Strategy (PRS), the County Development Agendas (CDAs), the national vision, and numerous reform efforts.

Organizational Context

The Ministry of Planning and Economic Affairs (MPEA) has established a National Capacity Development Unit (NCDU) to serve as the institutional anchor for the formulation and implementation of the National Capacity Development Strategy. The MPEA is seeking the services of a Learning and Career Development Officer to coordinate and support initiatives relating to scholarships, mentoring and coaching across all sectors.

Key Functions and Results

The Learning and Career Development Officer will coordinate a portfolio of programmes related to scholarships, mentoring/coaching, and leadership development initiatives. The following key functions are expected:

- 1. Coordinate ongoing and future programmes related to applied learning opportunities (e.g. scholarships, mentoring, coaching, leadership development programmes)**
 - Support the work of government institutions and partner organizations in aligning existing and emerging programme ideas behind the National Capacity Development Strategy and other relevant strategic frameworks;
 - Facilitate the articulation of priority intervention areas to invest resources in innovative support programmes in the area of applied learning and development;
 - Maintain tracking information on ongoing programmes and to serve as an informational resource for planning and coordination bodies that will guide future investments in capacity development through scholarships, mentorship/coaching, and leadership development support.
- 2. Provide technical advisory services in the specialized area of knowledge transfer**
 - Develop tools to facilitate knowledge exchange between mentors and mentees;

- Design support programmes for mentors / coaches and mentees to provide the necessary one-on-one support to programme beneficiaries to ensure that individuals may capitalize on learning opportunities and mentors / coaches are supported in their efforts to build capacity directly; and
- Disseminate good practices from successful mentoring and learning programmes and facilitate knowledge exchange between practitioners.

3. Document lessons learned from programmes and projects in mentoring, coaching, and leadership development to inform future planning and prioritization

- Collaborate with specific programmes to observe the successes and challenges in programme design, implementation, and sustainable impact;
- Identify corrective measures to facilitate greater impact and sound integration and coordination of multiple efforts; and
- Populate the NCDU knowledge repository with resources and good practices in the area of applied learning and development.

Skills and Competencies

The following skills and competencies are critical for successfully performing the functions outlined above: Commitment and professionalism; Job Knowledge and Technical Expertise; People Skills and Teamwork; Results-Oriented; Communication.

Recruitment Qualifications

- A Masters degree in Education, Public Administration, Human Resources Development, Public Policy or related field desired;
- A Bachelor's degree in similar fields combined with extensive professional experience, above 7 years of experience, may be considered;
- A minimum of 3 years of professional experience;
- Experience in mentoring / coaching and/or leadership development programmes a benefit;
- Excellent communication skills and ability to work with diverse stakeholders within government, with donors and civil society organizations;
- Excellent command of written and spoken English required; and
- Strong command of basic software programmes is required.

Email applications to this vacancy should be sent to hcarter@mopea.gov.lr and snyemah@mopea.gov.lr referencing **clearly** the post title of the vacancy announcement. Please attach photocopies of qualifications (i.e. technical certificates and academic degree) and a one-page cover letter indicating your interest and suitability for the position. Please forward all written applications to:

Principal Director of Human Resources
 Attention: HR Unit
 Ministry of Planning and Economic Affairs
 Capitol Hill
 Monrovia, Liberia

Please note that applications received after the closing date will not be considered. Only short-listed candidates will be contacted.