



Post Title	:	<b>Capacity Development Data and Reporting Officer</b>
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) spearheads the national capacity development agenda with the leadership support of the President. The Ministry has recently completed a 10-year National Capacity Development Strategy (NCDS). In this context, the Ministry 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 Capacity Development Data and Reporting Officer to provide specialized technical support in setting measurable indicators to track capacity assets and gaps across sectors and developing and maintaining the NCDU knowledge repository and reporting capacity.

### **Key Functions and Results**

The NCDU Capacity Development Data and Reporting Officer will perform ongoing quantitative and qualitative analysis to provide a fact-based platform to measure capacity development interventions and results. The following key functions are expected:

- 1. Data analysis to determine baselines, project targets and provide inputs to capacity development policy formulation and programming**
  - Conduct regular review and evaluation of budget allocation towards capacity development among all institutions in Liberia;
  - Provide ongoing assessments of resource allocation by donors and development partners;
  - Collaborate with numerous partners to deepen information and analysis on capacity levels for human and institutional capital, against capacity baselines;
  - Provide technical assistance in setting capacity targets in a measurable format;
  - Maintain a comprehensive inventory of institutional activities and investments in the capacity development arena; and

- Provide ongoing evaluations of coordination among capacity development programmes to provide objective measures of coordination against a set of baseline indicators.
2. **Research key capacity development issue areas and support collaborative projects**
    - Access, review, and analyze information related to specific research projects to organize and distil key information;
    - Research comparative practices in capacity development programmes, including knowledge management approaches, incentive systems, recognition and rewards programmes, etc; and
    - Collaborate on technical projects with direct bearing on capacity development planning and programme design, such as forecasting human capital needs.
  3. **Management of the National Capacity Development website and associated resources**
    - Maintain all content on the NCD website to ensure up-to-date information; and
    - Develop tools for the NCD website to enable access to key information, such as a comprehensive overview of training resources.

### **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 Information Sciences, Computer Sciences, Public Policy or related field;
- 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;
- Excellent communication skills and ability to work with diverse stakeholders within government, with donors and civil society organizations;
- Strong computer skills, including expertise in MS Excel and various statistical programs;
- Web development skills and experience desired.
- Excellent command of written and spoken English required;
- Strong command of basic software programmes is required.

Email applications to this vacancy should be sent to [hcarter@mopea.gov.lr](mailto:hcarter@mopea.gov.lr) and [snyemah@mopea.gov.lr](mailto: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.