



## JOB DESCRIPTION

<b>Role title</b>	National Coordinator, Liberia
<b>Department</b>	Strategy and Direction
<b>Reports to</b>	Executive Director and Board of Directors
<b>Location</b>	Monrovia, Liberia
<b>Contract Duration</b>	12 months with the possibility of extension based on funding and performance
<b>Salary</b>	Between \$750 to \$ 1,000 with additional benefits including housing, medical, and transport allowances.
<b>Travel requirements</b>	Travels to the regions and sometimes out of the country when required
<b>Context</b>	<p>The work of Rainbo Initiative is informed and shaped by the prevailing context of SGBV in a) the national development plans of the country of operations and b) regional and global GBV &amp; SGBV priorities. Sierra Leone, Liberia, and Guinea are countries with a presence of Rainbo Initiative, and all these countries are challenged with sexual and gender-based violence issues. According to the 2019-2020 Liberia Demographic and Health Survey, 60% of women aged 15-49 experienced physical violence while 9% experienced sexual violence. Similarly, so, the 2018 Demographic Health Survey in Guinea, revealed that 96% of women aged 15-49 years experienced some form of SGBV in their lifetime, while 52% have experienced physical violence.</p> <p>Rainbo Initiative Liberia (RIL) was established in March 2022 following the need expressed by stakeholders in Liberia for Rainbo Initiative to extend its operations in Liberia to join the fight against sexual gender-based violence. RIL operates under the federal structure of Rainbo Initiative Federation (RIF) comprising of Sierra Leone, Guinea and Liberia. In Liberia</p>

	<p>Rainbo Initiative maintains localised operations led and governed by Liberians under the federation’s mandate. RIF serves as the umbrella organization, providing targeted technical, strategic, and financial support to its affiliates, including RIL.</p> <p>We remain ambitious in consolidating our gains in Sierra Leone and expanding to Liberia and Guinea. For more information on Rainbo Initiative, please visit: <a href="http://www.rainboinitiative.org">www.rainboinitiative.org</a></p>
<b>About the Role</b>	<p>Under the direct supervision of the Executive Director and the National Board, the National Coordinator will be responsible to drive forward Rainbo Initiative strategy and oversee organizational development by demonstrating an inspiring leadership in promoting the values, the vision, mission and goal of RI. The National Coordinator will deliver on five (5) key areas.</p> <ul style="list-style-type: none"> <li>• <b>Governance &amp; Strategy</b> – Establish a national board and drive forward the RI strategy that embodies the values, vision, mission, and objectives of Rainbo Initiative and ensure it is being delivered in all areas of the organization’s work, with new and existing partners in Liberia.</li> <li>• <b>Resource Mobilization, Partnership, and representation-</b> Identify and cultivate relationships with donors and partners to secure funding, including from corporates, bilateral, multilaterals, trusts and foundations and other NGOs.</li> <li>• <b>Finance</b> – To ensure that the financial management of the organization is accountable and transparent at every level, and that all staff are fully aware and able to comply with the Finance Policy, procedures and processes.</li> <li>• <b>Fundraising &amp; Partnership:</b> Lead on resource mobilization to deliver RI programs in Liberia. Maintain good financial health in the organization’s, secure new funding, establish partnerships and implement grant portfolio in line with Rainbo Initiative’s strategic ambitions.</li> <li>• <b>Program Quality and Impact</b> - Ensure that RI Liberia is making significant impact in the country through delivering high quality programs and ensuring that the processes of planning, implementation as well as monitoring, evaluation and learning, are robust.</li> </ul>
<b>Main Responsibilities</b>	<p>This role is well-suited to an experienced Strategic and visionary leader who is looking to grow their skills and expertise in strategic leadership and organizational development. The following are Main responsibilities of the Country Director</p> <ol style="list-style-type: none"> <li>1. Governance and Strategic Leadership</li> <li>2. Resource Mobilization, Partnership, and representation</li> <li>3. Financial Management</li> <li>4. Program development and quality delivery</li> <li>5. People management and organization development</li> </ol>
<b>Specific Responsibilities</b>	<p><b><u>Governance and Strategic Leadership</u></b></p> <p><b>Key Deliverable:</b> Demonstrate an inspiring leadership to build the RI Liberia team and promote the values, the vision, mission and goal of RI to build the Country program.</p> <ul style="list-style-type: none"> <li>• Establish a national board that is well-functioning, active to provide an oversight role to the growth of the organization.</li> <li>• National board of Directors in the work, progress and challenges of RI Liberia.</li> <li>• Lead the delivery of RI Liberia Country Strategy so that staff are living the organization’s values and achieving the vision, mission and objectives of, as well as supporting the overall RI home country strategy</li> <li>• Report to the Executive Director on a regular basis against the organizational strategy, targets and budget and ensure that RI Liberia complies with the high standards of probity and good governance</li> </ul>

- Ensure that RI Liberia operates within the terms and conditions of all legal agreements with the Liberian Government.
- Providing thought leadership internally in RI and externally with partners/donor on Rainbo Initiative approach and value-add
- Lead the Organizational Management Team in making key decisions regarding the implementation of the strategy and overall direction of RI
- Set-up RI office in Liberia with 3 staff
- Regularly update and involve the Executive Director

### **Financial Management**

**Key deliverable:** With support from the Head of Finance & Operations, ensure RI Finance Policy is adhered to and hold all staff accountable for expenditure and financial reporting.

- With support from Head of Finance, ensure that there is a robust internal control environment, including sound policies and procedures that safeguard staff and the assets of the organization and funding partners, and that improve the effectiveness and the efficiency of the organization.
- Evaluate and make any necessary changes to the cost base of the organization with a view to ensuring the greatest impact and value for money.
- Ensure that established policies and procedures on HR, administration, finance, and programs are understood by staff, implemented, and regularly reviewed.
- Ensure that RI Liberia team complies with donor Terms and Conditions agreements, and budget thresholds.
- Carry out routine quarterly spot checks on petty cash, purchase orders, asset registers and other supporting documentation.

### **Resource Mobilization, Partnership, and representation**

**Key Deliverable:** Identify and cultivate relationships with new potential donors and partners to secure funding, including from corporates, bilateral, multilaterals, trusts and foundations and other NGOs.

- Working closely with the ED, identify opportunities for funding to ensure the financial growth of the country program.
- Ensure RI Liberia continues to grow in capacity including the quality of projects, finances, human resource, new project opportunities and gain strategic partnerships.
- Represent Rainbo Initiative in key external platforms as required and local media to showcase our work.
- Lead on the coordination of project development and proposal-writing for donors including off the shelf packages and strategic pitches.
- Coordinate and partner with RI board members to ensure information is being shared on funding opportunities and seeking additional support and resources when needed.
- Manage RI's relationships with various Rainbo Initiative stake holders, participating in meetings and national initiatives.
- Establish, develop and maintain excellent working relationships with the Government of Liberia, donors and other key stakeholders.
- Identification and cultivation of relationships with new potential private sector partners.
- Oversight of activities, meetings and events to raise the profile and visibility of the organization as the national lead in provision of free, quality medical treatment and care for GBV survivors in Sierra Leone.

### **Program development and quality delivery**

**Key Deliverable:** Ensures the delivery of a program with demonstrable impact and is accountable for overall program quality and learning.

	<ul style="list-style-type: none"> <li>• Develop learnings, implement, and encourage innovation that will ensure the sharing of knowledge across the organization.</li> <li>• Oversees the development of program and work plans, to ensure effective and timely implementation of the projects and program</li> <li>• Directs and coordinates external program engagement</li> <li>• Ensuring good levels of affiliate engagement in programming through meeting affiliates' needs in donor reporting, marketing,</li> <li>• Develop and maintain an organizational culture of learning and reflection leading to innovation in program delivery.</li> <li>• Conduct annual appraisals based on personal objectives and targets and agree performance related incentives with ED.</li> <li>• Support individual learning and development plans to foster and encourage talent and new leadership potential throughout the organization.</li> <li>• Leading, embedding and using Monitoring, Evaluation and Learning to measure change and promote social accountability.</li> </ul> <p><b><u>People management and organization development</u></b></p> <p><b>Key Deliverable:</b> RI Liberia is a healthy and safe environment and that it is fully staffed with properly trained and skilled members of staff who are supported to achieve the best they can for the participants and the organization.</p> <ul style="list-style-type: none"> <li>• Ensures that all individuals' rights are protected in all of RI's work.</li> <li>• Ensure an efficient and relevant staffing structure and lead structural changes when necessary.</li> <li>• Ensure that Health and Safety is prioritized in every area of RI work, especially in road safety.</li> <li>• In conjunction with the national laws, ensure that RI Liberia is fully staffed with the best people for each post, irrespective of their background or gender.</li> <li>• With support from the HR &amp; Admin Manager review and implement the HR Policy to ensure compliance</li> <li>• Ensure staff Job Descriptions deliver the organizational strategic objectives, and personal / professional objectives, and agree on targets for each line report.</li> <li>• Ensure that staff have work plans and regularly reviewed and disseminated.</li> <li>• Ensure that the Conditions of Service are upheld by all staff and reviewed on an annual basis with the approval of Director.</li> <li>• Ensure internal employee wellbeing is reviewed and supported throughout all RI work and activities.</li> </ul> <p><b>Other Duties as required.</b></p> <ul style="list-style-type: none"> <li>• Other duties as required, including occasional work on weekends if needed.</li> </ul>
<p><b>Skills, Experience and Knowledge</b></p>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Strong strategic leadership and managerial skills to co-ordinate the RI program team to deliver on RI's strategic objectives.</li> <li>• Ability to coach on the building of strong, credible relationships with local and international local NGOs, movements and networks, government, associations, business leaders and other relevant stakeholders.</li> <li>• Excellent communication skills, in written and verbal English, highly impactful influencing and persuasion skills</li> <li>• Ability to adjust to constantly changing situations while maintaining focus on delivery and follow-through.</li> <li>• Strong analytical and conceptual thinking skills; able to understand complex issues and translate them into simple, workable actions and plans.</li> <li>• Ability to think strategically, work creatively, effectively and in an innovative manner.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent report-writing skills</li> <li>• Commitment to RI’s overall aims and policies and experience of promoting women’s rights and those of marginalized people in all aspects of the organization’s work.</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Comprehensive knowledge and experience on GBV development programs, advocacy and campaigning.</li> <li>• Knowledge of capacity building, learning and development activities and how to create a learning and sharing environment with a strong knowledge management.</li> <li>• A good understanding of key external organizations, how they operate and make decisions, and the country’s development context.</li> <li>• Commitment to and knowledge of creating a partner-led organization, with an ability to create an internal RI approach that is focused on developing and supporting partner organizations to achieve direct impact and results relating to RI’s objectives.</li> <li>• Knowledge of, and experience in working with donors</li> <li>• Experience of corporate and individual fundraising.</li> <li>• Ability to train and support staff to understand developing and managing donor relationships and funding.</li> </ul>
<p><b>RI Values</b></p>	<p>The successful candidate should strive to live RI values.</p> <ul style="list-style-type: none"> <li>• <b>Locally Driven</b> – We believe in the power of communities to identify lasting solutions that resonate with their unique socio-cultural context in addressing SGBV. We therefore inspire communities to dialogue and act to fight SGBV in their localities.</li> <li>• <b>Inclusion</b> – We are dedicated to providing age-appropriate services to everyone who needs our services irrespective of age, religion, and sexuality.</li> <li>• <b>Survivors Solidarity</b> – We stand and work together with survivors for a fairer, just and supportive society. We include survivors in our governance and programming. We connect with them and promote initiatives that promote their well-being, rights and efforts to amplify their voices to find lasting solutions for a safer society.</li> <li>• <b>Trust</b> - We know that the people we work with trust us. We will never compromise such trust and will ensure the people we work with continue to rely on the character of our employees and the organisation. We are accountable, open, and transparent with our resources and to ourselves, survivors, partners and donors for everything we do.</li> <li>• <b>Evidence-Based</b> - We are data-driven and we continuously seek best practices to improve our work. We pride ourselves in gathering evidence to inform and shape our intervention and to shape policies and practices.</li> <li>• <b>Network &amp; Partnership</b> – We reach out, collaborate, and build trusted and mutually beneficial relationships with the government, partners, donors, survivors, women’s groups, religious bodies and the community to increase our voices, investment and supportive environment for a society free of SGBV.</li> </ul> <p>“<b>LISTEN</b>” - Rainbo Initiative empowering communities to end Gender-Based Violence.</p> <p>In addition to our values, we hold safeguarding at the centre of our work; we ensure that our board, staff and partners uphold safeguarding in all that they do. We strengthen our approach to safeguarding and ensure that all those we serve, especially children, young people and vulnerable adults, are safeguarded from abuse, harm and neglect.</p>
<p><b>How to apply</b></p>	<p>Please send a Cover letter and updated CV to <a href="mailto:daniel.k@rainboinitiative.org">daniel.k@rainboinitiative.org</a> by Friday 15<sup>th</sup> of May 2026 with as the subject.</p>