



## Right To Play International Volunteer Position Description

**JOB TITLE:** Capacity Building Coordinator      **COUNTRY:** Liberia  
**PROJECT NAME:** Right To Play Liberia South East Project (potential support to Comic Relief Project)  
**RESIDING IN:** Zwedru, Grand Gedeh County(with travel to Harper, Maryland County and Monrovia)  
**SUPERVISOR:** Programs Coordinator  
**CONTRACT START DATE:** end of January, 2010  
**DURATION OF CONTRACT:** 10 months

### GENERAL INFORMATION

#### LOCATION DESCRIPTION

The job location is Zwedru, the capital of Grand Gedeh County in South Eastern Liberia. Zwedru is 9 hours drive from the capital Monrovia and is home to several thousands of United Nations Peace Keeping troops. A good number of International NGOs and United Nations organizations are based in Zwedru from where they service the rest of the South East Region. The Right To Play office and residence is situated just next to the United Nations High Commission for Refugees' (UNHCR) office. The Capacity Building Coordinator will reside in the Right To Play residence which is simply but fully furnished complete with running water and electricity and internet.

#### PHASE OF PROJECT IMPLEMENTATION AND FOCUS OF ACTIVITIES

The South East Liberia Project is in its final year of implementation. The three year project is funded from the health portfolio of the Swiss-based McCall MacBain Foundation and is currently implemented in Maryland and Grand Gedeh Counties. The project seeks to use Sport and Play to foster the holistic development of 20,000 children and youth in the afore-mentioned counties. The project will also contribute to reducing the rates of infection of HIV/AIDS and other infectious diseases as well as contribute to the building of peace and cohesion in the project communities.

### RESPONSIBILITIES

#### Targeted Capacity Building of Right To Play Liberia Staff (70%)

- The Capacity Building Coordinator (CBC) will take the lead in conducting capacity building needs assessments of programs – and a lesser extent logistics and finance - staff of the South East and Comic Relief projects. These staff will include but will not be limited to the Area Coordinator, Project Coordinators, Project Assistants, Logisticians, and Accountant;
- Depending on need, the CBC will design formal tailored training programs and workshops in consultation with the Area Coordinator and Program Coordinator for

- specific staff in all locations of the project, as well as in Monrovia for the Comic Relief Project Coordinator, and Project Assistants, and/or conduct ongoing informal coaching and mentoring in areas identified for improvement;
- The CBC will execute the designed training/mentoring programs to ensure the incremental capacity building of selected staff in the general areas of Project Administration & Management, Project Report Writing, Communications, Facilitation Skills, as well as Monitoring and Evaluation
  - The CBC will work especially closely with the Area Coordinator and Project Coordinators, to help develop their managerial skills as well as provide for their ongoing learning needs in the above general areas plus Proposal Development, Strategic Program Planning, and Financial Management through formal and informal trainings;
  - The CBC will act as a technical advisor to the Area Coordinator and Project Coordinators, in the South-East, guiding them in program implementation and management;
  - When necessary, the CBC will identify external training courses to build staff skills in technical areas;
  - The CBC will coordinate with the Area Coordinator, Project Coordinators, and other program staff to build quality into regular programming through regular visitations to the field and providing feedback;
  - In collaboration with the Area Coordinator, the CBC will ensure that trainings for volunteer Leaders are conducted according to the approved HQ schedules and manuals;

#### **Project and Sub Office Administration (15%)**

- Assist Area Coordinator and Project Coordinators, with Project Planning in accordance with established Right To Play frameworks, including the development of action plans, funding proposals and concept papers;
- Advise South-East Area Coordinator and Project Coordinators, through ongoing guidance and mentoring, on the roll out of project implementation as per the approved operational plan and budget;
- Be prepared to sit in for the Area Coordinator and/or Programs Coordinator and/or Project Accountant for short periods of time;

#### **Monitoring and Reporting (15%)**

- Prepare and update regular reports on the capacity needs of staff and training plans and submit to the Programs Coordinator;
- Provide regular written feedback to staff on progress in areas identified in individual training needs assessments;
- Assist Area Coordinator and Project Coordinators with preparing Quarterly, Semi-Annual, and Annual reports for donors;

### **QUALIFICATIONS**

#### **EDUCATION/TRAINING/ CERTIFICATION**

- Bachelor's Degree in relevant field
- Master's Degree preferred

#### **EXPERIENCE**

- Must have prior Monitoring and Evaluation experience
- Must have prior report or proposal writing experience
- Prior project management experience
- Prior cross cultural experience

- Prior experience in training and workshop facilitation
- Prior experience managing staff
- Prior experience in financial management and budgeting
- Prior experience working in hardship situations
- Prior experience working with capacity building of Community Based Organizations.

**KNOWLEDGE AND TECHNICAL SKILLS**

- Good planning and Organizing skills
- Good report Writing skills
- Computer proficiency
- Good facilitation skills
- Good community mobilization skills
- Proposal writing skills
- Advanced Knowledge of HIV/AIDS transmission and prevention

**COMPETENCIES/PERSONAL ATTRIBUTES**

- Ability to work under pressure meeting deadlines in a fast paced fluid environment
- Superior organizational skills and ability to multi-task on a constant basis
- Problem solving skills
- Approachable and friendly personality
- Excellent facilitation, interpersonal communication skills to build rapport with partner organizations, trainers and volunteers
- Effective cross-cultural communication skills
- Able to diffuse conflict equitably and fairly

**SPORT AND COACHING EXPERIENCE**

The successful candidate should have the following experience in sports:  
Individual/team athlete at the recreational level: **Required**

**LANGUAGE SKILLS**

Language	Required/Desirable	Spoken	Written	Comprehension
English	3	3	3	3

Basic = 1 Conversational = 2 Professional = 3

**BENEFITS PACKAGE:**

- Honorarium of USD 8000 for 10 months
- Accommodation in field
- Travel to and from the project placement
- Insurance coverage for health and emergency needs
- Vaccination costs (to a maximum of \$500 CAD)

**HOW TO APPLY:**

Please visit [www.righttoplay.com](http://www.righttoplay.com) and review the International Volunteering portion of the website for further information.

Please send a cover letter and resume to [recruitment@righttoplay.com](mailto:recruitment@righttoplay.com) with the name of the position in the subject line.

Application deadline: November 30th, 2009

While we thank each candidate for applying, only those candidates selected for an interview will be contacted.