Ministry of Internal Affairs
Liberia Decentralization Support Program

I. Position Information

Job Title:	National Program Director
Contract:	Government Contract
Reporting to:	Deputy Minister for Research and Development Planning, MIA.
Location:	Monrovia (must be willing to travel to counties)
Duration:	Two years, with a possibility of extension
Languages required:	English
Starting date:	January 2, 2014

II. Organizational Context

There is widespread consensus that accelerating decentralization is central to consolidating peace and reconciliation, promoting good governance and alleviating poverty in Liberia. In this respect, the Government of Liberia (GOL) has taken steps to advance a decentralization agenda to ensure that the greatest number of the Liberian people take part in local governance, enjoy equitable access to the nation's resources and are beneficiaries of local development activities. Accordingly, in January 2012 the Government of Liberia launched the National Policy on Decentralization and Local Governance aimed at systematically providing guidance to the process of decentralizing power, authority, functions and responsibilities from the central government to local governments. The policy provides that administrative institutions in the counties be revised, restructured and harmonized to implement a responsible and responsive system of local governance and public administration, and to ensure accountable, efficient and transparent management of local resources. Alongside the Policy is a Liberia Decentralization Implementation Plan (LDIP) which provides further prioritization for advancing decentralization.

In order to implement the National Decentralization Policy, the Government has designed a Liberia Decentralization Support Program (LDSP) for the period 2013 to 2017. The LDSP is a five-year Government of Liberia program to support the implementation of the National Policy on Decentralization and Local Governance. The program is one of the priority areas in the Agenda for Transformation. A National Decentralization Secretariat (NDS) has been set up in the Ministry of Internal Affairs (MIA) to manage the LDSP, support sector decentralization activities and coordinate donor support to decentralization reforms. The NDS will support capacity building, change management, and monitoring and evaluation of the Liberia Decentralization Implementation Plan (LDIP). In order to strengthen its capacity to promote decentralization and local development, MIA is recruiting a National Program Director who will act as Head of the NDS based at the Ministry of Internal Affairs, providing day to day management of the NDS, supervising staff and facilitating liaison with line ministries, agencies and development partners in advancing decentralization. He or she will coordinate closely with the Chief Technical Adviser, LDSP.

III. Functions / Key Results Expected

Working under the overall guidance of the Minister of Internal Affairs and the direct supervision of the Deputy Minister for Research and Development Planning, MIA, the National Program Director, as head of the National Decentralization Secretariat, will undertake the following duties and responsibilities:

1. Be responsible for the day-to-day management of the NDS;
2. Participate in the recruitment and evaluation of staff for the National Decentralization Secretariat;
3. Liaise with line ministries, agencies, donors and development partners in sector decentralization activities;
4. Prepare the draft LDSP quarterly and annual work plans, in collaboration with key stakeholders, for the approval of the Program Board;
5. Produce the LDSP quarterly and annual performance reports;
6. Ensure the establishment of a monitoring and evaluation (M&E) system for the decentralization program;
7. Maintain responsibility for the monitoring and evaluation of the sector decentralization process nationwide;
8. Ensure all administrative and reporting activities for the program are conducted according to Government of Liberia (GoL) policies and guidelines;
9. Ensure gender sensitivity or mainstreaming in all relevant areas of program work;
10. Supervise the development of strategies and plans for program components;
11. Produce or supervise the production of other reports on initiatives, activities and studies, including best practices and critical gaps;
12. Facilitate creation of a communication network for the exchange of information among actors involved in decentralization processes;
13. Serve as the Secretary to the National Decentralization Program Board;
14. Serve as liaison officer for soliciting, acquiring, and managing technical support from donors and other agencies as well as short term consultants;
15. Organize consultative and taskforce meetings;
16. Support the mentoring and coaching of secretariat staff including identifying needs, designing and rolling out institutional development and training programs;
17. Ensure NDS offices are adequately supported to facilitate its functions; and
18. Perform other tasks as required

IV. Impact of Results

Decentralization is central to the ongoing peace-building and reconciliation, governance reforms and poverty reduction programmes of Liberia. Through the work of the NPD, working hand in hand with the CTA/LDSP, some key program deliverables are expected. These include, i) strong, effective and sustainable National Decentralization Secretariat in place ii) Institutional coordination arrangements designed, aligned and strengthened to facilitate integrated and effective implementation of decentralization reforms across sectors; iii) Systems in place for effectively planning, executing, monitoring and reporting program activities that are fully aligned with the LDSP; and iv) technical capacity of key staff of the MIA and GC strengthened to enable them to provide the technical support needed for sustainable implementation of decentralization reforms.

The above are critical for ensuring improved service delivery and accountability of local governments and will achieve the ultimate aim of the Agenda for Transformation to deliver an improved system of governance that is more localized and responsive to the needs and aspirations of all citizens. Any deviation from this would impact negatively on the government's decentralization efforts.

V. Required Competencies and other Attributes

In the Overall:

- Demonstrates commitment to the mission and values of the Government of Liberia.
- Demonstrates commitment to Liberia's Vision 2030 and Agenda for Transformation (AfT).
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

- Knowledge and expertise in Decentralization, Local Government capacity development,
- Strong communication and interpersonal skills, ability to foster networks and partnerships, and good working knowledge of information and computer technology.
- Displays analytical judgment and demonstrated ability to handle confidential and politically sensitive issues in a responsible and mature manner.
- Demonstrates strong intellectual and operational capacity in providing and coordinating support to stakeholders
- Gender sensitivity in all areas of program work

Communications, Team Work and Networking:

- Ability to write in a clear and concise manner and to communicate effectively orally.
- Ability to manage teams, inter-group dynamics, including mediating conflicting interests and actors,
- Maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government.

VI. Required Qualifications and Experience

Education:	• Master's degree in Public or Business Administration, Law, Political Science, or related field

Experience:	• A minimum of five (5) years of progressively responsible program management activities and extensive hands-on experience working within their field at the central, county or district level, with a variety of stakeholders, including technical staff, elected officials, and civil society.
Language Requirements:	Fluency in English