

## **Terms of Reference**

### **Executive Director**

#### **Background**

The Liberia Peace building Office (PBO), based in the Ministry of Internal Affairs (MIA), was established in January 2009 with a primary function of supporting the Government of Liberia in the development and implementation of the government peace and reconciliation programmes. It serves as the fulcrum of all Government of Liberia reconciliation efforts as relates to policy and strategy; strategic advice and support to peace and reconciliation programming for national initiatives. The PBO plays a central support role in coordination and collaboration with all key actors including government institutions, partners, private sector and civil society. The PBO also supports the Government in addressing various conflict issues that cut across the country, by engaging closely with local peace structures and supporting the Ministry of Internal Affairs in mediation efforts between and amongst conflicting parties including in concession areas.

#### **Duties and Responsibilities**

Under the direct supervision of the Deputy Minister for Administration and overall guidance of the Minister of Internal Affairs, the Executive Director and Head of the Liberia Peace building Office is responsible for the overall management and functioning of the PBO including emphasis on policy advice, strategies and engagement with policy makers. The primary function of the Executive Director will be as follows

- Provide strategic and policy level support to the Government on peace building policy and reconciliation, leading the development of strategic peace building and reconciliation policy related documents.
- Provide strategic direction to the PBO to develop and implement conflict sensitive peacebuilding programmes
- Support the establishment of a National Peace and Reconciliation Steering Committee and once formed support its coordination, collaboration amongst various peace building actors and structures both at national and sub-national levels, as well as synergies and linkages amongst programmatic frameworks.
- Provide continuous strategic peace building and reconciliation guidance and analysis to the government, and key national stakeholders including civil society on the implementation of peace building and reconciliation frameworks, ensuring mainstreaming of human rights and gender and conflict sensitive approaches.
- Ensure review of the Strategic Roadmap for National Healing, Peacebuilding and Reconciliation ensuring an inclusive process
- Engage with other national and international institutions in order to promote a common approach towards supporting peacebuilding and social cohesion efforts
- Ensure rigorous conflict mapping and conflict analysis to inform programming.  
Prepare periodic reports analyzing peace and conflict trends in Liberia,  
Any other duties as made be deemed my the ministry.

#### **Summary of key functions**

- 1) Oversight of the overall administration of the PBO under the supervisor of the Deputy Minister of Administration
- 2) Contribution to strategic policymaking on peace building - providing peace building advice to the government, developing and/or support the development of peace building and reconciliation policy related strategies,
- 3) Supporting the GoL in national and international activities on peace building,
- 4) Fostering coordination and collaboration at the policy and strategic levels, and

5) Oversight of the collation of the Statement of Mutual Commitment annual outcome review reports and other reports on peace and reconciliation at the country programme levels (e.g. Reconciliation Roadmap, AfT) and Global Thematic Review levels (Peace building and State building Goals (PSGs), PBF Global Thematic Review as well as UN Rule of Law indicators).

6) Support the training of key partners in peace building, mediation, conflict management, conflict sensitivity development and related topics. The ED will be assisted by the Senior Peace building and Reconciliation Programme Manager.

**Key Qualification, Skills, Experience**

- Advanced university degree (Master’s Degree) in Development, International Relations, Peace Studies, Political Science, or similar field
- Minimum seven years of senior level experience in peace building and conflict mediation
- Familiarity with UN, government and NGO operations is an asset
- Strong analytical and strategic policy development experience
- At least 5 to 7 years’ experience in management role
- A proven policy, advisory and advocacy experience and track record of engagement with senior levels of government, United Nations, and donors
- Knowledge of and capacity to work on Office applications
- Exposure to web based applications
- Excellent writing skills and first-rate command of the English language
- Ability to work with a team and to operate as a team manager;
- Demonstrate capacity to work in a professional and timely manner, as well as, capacity to set priorities in a high pressure environment
- Ability to lead strategic planning, results-based management and reporting
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## **Terms of Reference**

### **Senior Peace building and Reconciliation Programme Manager**

#### **Background**

The Liberia Peace building Office (PBO), based in the Ministry of Internal Affairs (MIA), was established in January 2009 with a primary function of supporting the Government of Liberia in the development and implementation of the government peace and reconciliation programmes. It serves as the fulcrum of all Government of Liberia reconciliation efforts as relates to policy and strategy; strategic advice and support to peace and reconciliation programming for national initiatives. The PBO plays a central support role in coordination and collaboration with all key actors including government institutions, partners, private sector and civil society. The PBO also supports the Government in addressing various conflict issues that cut across the country, by engaging closely with local peace structures and supporting the Ministry of Internal Affairs in mediation efforts between and amongst conflicting parties including in concession areas.

#### **Duties and Responsibilities**

The Senior Peace building and Reconciliation Programme Manager will support the development of strategic peace building and reconciliation policy related documents but will primarily be responsible to spearhead, support and coordinate the implementation of various peace building and reconciliation programs at the technical and programmatic levels.

Under the direct supervision of the Executive Director, the Senior Peace building and Reconciliation Programme Manager, who is also the Head of Programmes, will be responsible for making decisions at the operational level:

- Ensuring systematic coordination, communication and information sharing among PBO staff members through the organization of weekly, monthly, half yearly and annual meetings and ensuring follow-up on decisions made during these meetings;
- Promoting synergies and collaboration between PBO staff members and the PBF Secretariat, managing PBF funded projects that form part of the Reconciliation Programme by promoting information exchanges, collaborations and synergies between the various projects and among all the partners involved in its implementation (RUNOs, NIPs, CSOs, NGOs, donors and any other additional partners) in a systematic and regular manner (monthly meetings are recommended);
- Maintaining systematic and regular communication and coordination with the JSJP PMU (monthly meetings are recommended); and
- Maintaining continuous communication with the JSC Secretariat, responsible for the three reallocated tasks, to ensure all relevant information on progress and challenges of the Liberia Peacebuilding Priority Plan 2013-2016 is promptly communicated to the PBSO and to the JSC for adequate decision-making;
- managing logistics, planning to ensure resources are available on time, within budget and as per schedule
- preparing detailed PBO annual work plans, including every PBO's task, and reviewing them periodically to adapt them to any challenges or context changes;
- Reporting to the PBO's Executive Director, PBSO and sharing information with the JSC Secretariat staff on any difficulties in the performance of his/her duties so the PBSO and JSC can take appropriate action.
- Coordinating the training of key partners in peacebuilding, mediation, conflict management, conflict sensitivity development and related topics. The revised ToR is consistent with the PBO's evaluation report and responds to the new configuration of the PBO.
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**Key Qualification, Skills, Experience**

- Advanced university degree (Master's Degree) in Development, International Relations, peace Studies, Political Science or similar field
- At least five to seven years of relevant experience in peace building and conflict mediation, especially at community level
- Strong programme management experience
- Familiarity with UN, government and NGO operations is an asset
- A proven policy, advisory and advocacy experience and track record of engagement with senior levels of government, United Nations, and donors
- Experience in building national capacities in peacebuilding and social cohesionKnowledge of and capacity to work on Office applications
- Excellent writing skills and first-rate command of the English language
- Ability to work with a team and to operate as a team manager;
- Demonstrate capacity to work in a professional and timely manner, as well as, capacity to set priorities in a high pressure environment
- Well-developed skills and demonstrated experience in facilitation, consensus-building, multi-stakeholder processes and negotiation
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## **Terms of Reference**

### **National Monitoring and Evaluation Officer**

#### **Background**

The Liberia Peace building Office (PBO), based in the Ministry of Internal Affairs (MIA), was established in January 2009 with a primary function of supporting the Government of Liberia in the development and implementation of the government peace and reconciliation programmes. It serves as the fulcrum of all Government of Liberia reconciliation efforts as relates to policy and strategy; strategic advice and support to peace and reconciliation programming for national initiatives. The PBO plays a central support role in coordination and collaboration with all key actors including government institutions, partners, private sector and civil society. The PBO also supports the Government in addressing various conflict issues that cut across the country, by engaging closely with local peace structures and supporting the Ministry of Internal Affairs in mediation efforts between and amongst conflicting parties including in concession areas.

#### **Duties and Responsibilities**

The National Monitoring and Evaluation Officer will be responsible to support the overall monitoring of implementation progress of the National Roadmap for Reconciliation and related programmes as well as impact and achievements of said programmes. More specifically the M&E Officer will undertake the following

- facilitating periodic programme performance review involving ministries agencies and commissions (MACs) implementing peace building and reconciliation programmes
- Providing technical guidance for monitoring and reporting on project contributions to programmes strategic outcomes levels.
- Ensure the best use of quantitative and qualitative data sources for the substantive reporting and the systematic sharing of information with the national government, donors and stakeholders and set up/strengthening institutional M&E capacity at the PBO for adequate respond and meeting M&E needs of the LPP and relevant stakeholders based on indicators defined in the LPP and related peace and reconciliation frameworks.

With regards to results based programme management of the reconciliation programme the M & E Officer will

- Develop and maintain an M&E plan with assigned roles and responsibilities, methods of data collection (baseline data) and cost allocation for the tracking of progress, target indicators and outcomes including critical assumptions outlined in the strategic results framework of the LPP;
- Prepare detailed M&E budget and calendar of activities
- provide support to the PBO in the development of methodological guidance and coordination in the conduct of perceptions surveys for qualitative assessments of peace relevant changes achieved (different target groups: e.g. service provider, programme beneficiaries etc); provide guidance on developing user-friendly templates for the routine half year and end year programme reviews focusing on 'snapshots' of results achievements that enable the Programme Steering Committee to keep oversight on the status of the overall programme performance and managing unexpected risks;
- Consolidate periodic findings and recommendation of periodic progress reports and feedback to Programme Steering Committee
- Design and implement a system to identify, analyze, document and disseminate lessons learned
- Strengthen PBO's efforts around fostering coordination with various actors and streamline the information flow and reporting from project based M&E systems of MACs to the Steering Committee;
- Support the PBO in developing quarterly consolidated reports for circulation to national and international partners to highlight progress and support in resource mobilization.

- Provide oversight for the conduct of independent professional programme evaluations.
- The M & E Officer will report to the Senior Peace building and Reconciliation Programme Manager and Head of Programme.
- Work to support the Ministry of Internal Affairs M&E framework through knowledge sharing and the tracking of the Ministry's overall programs deliverables.

**Key Qualifications, Skills, Experience**

- Bsc in Accounting or Development, Management, Statistics, Social work
- At least three years of relevant experience in M&E methods and approaches
- Strong experience in result based management and reporting
- Knowledge of and capacity to work on Office applications
- Excellent report writing skills and first-rate command of the English language

## Terms of Reference

### Finance Officer

#### Background

The Liberia Peace building Office (PBO), based in the Ministry of Internal Affairs (MIA), was established in January 2009 with a primary function of supporting the Government of Liberia in the development and implementation of the government peace and reconciliation programmes. It serves as the fulcrum of all Government of Liberia reconciliation efforts as relates to policy and strategy; strategic advice and support to peace and reconciliation programming for national initiatives. The PBO plays a central support role in coordination and collaboration with all key actors including government institutions, partners, private sector and civil society. The PBO also supports the Government in addressing various conflict issues that cut across the country, by engaging closely with local peace structures and supporting the Ministry of Internal Affairs in mediation efforts between and amongst conflicting parties including in concession areas.

#### Duties and Responsibilities

Under the overall oversight of the National Director and the day to day supervision of the Senior Peacebuilding Officer, the Finance Officer will be responsible for performing both administrative and accounting functions:

**Administrative:** the Finance Officer will represent the Liberia Peacebuilding Office at all financial levels;

- inform the Executive Director on delays in liquidation of advances for actions;
- provide monthly draft report to the Executive Director, Senior Peacebuilding and Reconciliation Programme Manager for comments and actions;
- Provide weekly briefing on the financial status of the Liberia Peacebuilding Secretariat; brief administration as per request on the status of funding of the PBO and prepare and submit monthly financial report of the PBO to the Executive Director.
- Supervise petty cash custodian; do daily and weekly cash count of petty cash along with petty cash custodian; sign petty cash count sheet and file; and review petty cash request for possible payment.

**Accounting:** the Finance Officer shall carry out financial planning and strategy;

- undertake risk analyses of project recipients' financial report, process and seek approval as appropriate to Line Manager;
- process and seek approval of fully signed contracts between PBO and other partners; prepare and execute payment for staff advances for field trips;
- prepare and execute monthly staff payrolls taking into consideration the Government of Liberia revenue and tax laws;
- perform the daily accounting services and prepare donor monthly, quarterly and annual financial reports and prepare and execute payments for approved salary advances for staff.
- maintain a database of active staff financial records in all forms (Salary advance, field trip advances, and loans) in MS access or MS excel;
- ensure liquidation of all advances given to any staff from the field and match it against advance form of staff in question;
- analyze financial information; do statistical analysis in line with work plan,
- take note of improvement of project recipients' IP financial reports; identify weaknesses in internal control procedures and assess the adequacy of accounting, financial and operating controls; prepare monthly bank reconciliations statement of all the Liberia Peacebuilding Office funds;
- Ensures that adequate financial controls are in place to maintain propriety and proper accountability of expenditures

- highlight material errors in the accounts and assessing compliance with established financial procedures, laws and taxes and safeguard the Liberia Peacebuilding Fund Office financial resources and assets against misuse or misappropriation.

The Finance Officer will also be responsible to provide financial decision-making information by gathering and analyzing financial information; developing projections and alternatives; prepare annual statement of financial position, income and expenditure statement for use by the PBO; developing and estimating trends; preparing assumptions; examining management plans; and help determine best possible position by forecasting expenses in line with donor requirements and approval; close the monthly journal to the individuals and close the ledger to income summary and perform other evolving tasks assigned by line manager. The Finance Officer will report to the Executive Director.

**Commented [CS1]:** Is this referring to forecast?

#### **Key Qualifications, Skills and Experience**

- Advanced degree in Accounting, Business Administration
- At least five years of relevant experience in financial management, accounting
- Strong programme management experience
- Knowledge of and capacity to work on Office applications
- Excellent writing skills and first-rate command of the English language
- Knowledge of accounting software and financial reporting using donor funds.
- Knowledge of local & donor procurement laws and procedures



## **Terms of Reference**

### **Administrative Secretary**

#### **Background**

The Liberia Peace building Office (PBO), based in the Ministry of Internal Affairs (MIA), was established in January 2009 with a primary function of supporting the Government of Liberia in the development and implementation of the government peace and reconciliation programmes. It serves as the fulcrum of all Government of Liberia reconciliation efforts as relates to policy and strategy; strategic advice and support to peace and reconciliation programming for national initiatives. The PBO plays a central support role in coordination and collaboration with all key actors including government institutions, partners, private sector and civil society. The PBO also supports the Government in addressing various conflict issues that cut across the country, by engaging closely with local peace structures and supporting the Ministry of Internal Affairs in mediation efforts between and amongst conflicting parties including in concession areas.

#### **Duties and Responsibilities**

Under the oversight of the Executive Director, the Administrative Secretary will be responsible for staff related issues, office management and for logistical support including office supplies and will be responsible for keeping all inventory of and managing of PBO fixed and soft assets. His/Her function will include;

- Regular follow-up with staff for submission of monthly reports and preparing for and coordinating staff bi-annual and annual appraisal and developing staff contracts.
- Responsible for day-to-day office correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken
- Consolidation of sitreps and note to files into weekly and monthly report of staff activities related to the PBO Annual Workplan
- Creating and maintaining the PBO shared-drive and filing directory both in soft and hard copies.
- Preparing for regular board and other meetings and will be responsible for taking notes, preparing draft minutes and following up with the co-chairs for signing of the minutes.
- Develop a matrix of actions points from various meeting both at the policy and technical level and from regular PBO's staff meetings and retreats and will be responsible to follow-up on status or progress of various actions points,
- Ensure all income and out-going communications are appropriately routed and filed.
- Ensure regular updates of the Peace building and Reconciliation Website.
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#### **Key Qualifications, Skills and Experience**

- BSc in Administration/Management, At least 3 years' experience in office management and / or administrative function
- Knowledge of and capacity to work on Office applications
- Exposure to web based applications
- Excellent writing skills and first-rate command of the English language

All applications can be sent to [varneysirleaf@yahoo.com](mailto:varneysirleaf@yahoo.com) or [augustuszayzay@mail.com](mailto:augustuszayzay@mail.com). Deadline for submission is Friday March 25, 2016.