

**Association of Evangelicals of Liberia
ELWA Compound
Monrovia Liberia**

Vacancy Announcement

June 4, 2018

The Association of Evangelicals of Liberia (AEL) is the largest network of Churches and agencies of Evangelicals persuasion in Liberia responding to human needs with spiritual guidance, compassion and practical care. AEL exists to build the capacity of its members to demonstrate Christ's compassion through uncompromised and holistic evangelism that promotes Justices, and protect rights and respond to poverty.

Our vision is a Liberian Church that is faithful to God's calling to live as Christ love –evidenced by its practical, holistic and compassionate response to human needs.

The Association of Evangelicals of Liberia is pleased to announce the following vacancies for occupation both at Head Quarter and Bong County.

Positions to apply for are as follow:

- A. One (1) Accountant for Head Office**
- B. One (1) M&E Officer for Head Office & Field**
- C. One (1) GBV Supervisor for Head Office and Field**
- D. Two (2) Public Health Officer/Educators for Bong County**
- E. Two (2) WATSAN Technicians for Bong County**
- F. One(1) Food Security Field Manager for Rivercess County**
- G. Two(2) Agriculture Extension Officers for Riverces County**
- H. Three(3) security Guards for Rivercess County**
- I. One (1) Office Assistant for Rivercess County**

A. Accountant:

Purpose: To provide financial support to AEL Finance Manager in order to have accurate and timely financial reports as per AEL financial procedure and best practice.

Duties and Responsibilities:

1. He/she must be able to prepare cash request, raise payment voucher, prepare transaction listing and follow up with project staff on documentations.
2. Must be able to verify documents, ensure proper filing system, process and pay income tax, Social Security Premium, manage all petty cash transactions and post those transactions.
3. Prepare and submit timely and monthly financial records to the Finance Manager including invoices, receipts, local purchase and corresponding purchase request.

4. Responsible for the day to day financial function at HQ, including cash receipt, petty cash management and other financial task as required.

Qualification and Experience

1. Must have a Bachelor's degree in Accounting or its equivalent
2. He/she should have at least two(2) years of professional experience especially in the area of providing financial support and accurate record keeping
3. Must be able to work in both excel and quick books in order to generate monthly projects and administrative report.

B. Public Health Officer (2) Bong County

Duties and Responsibilities

1. To enable people take action to prevent diseases and promote positive behaviors through facilitation and learning, dissemination of health information
2. To assist in evaluating the knowledge of public health in communities, by carrying out and evaluating baseline surveys information.
3. Where appropriate, contribute to the design of a suitable public health educational program
4. To deliver comprehensive public health education program within set parameters.
5. To work closely with and assist, where appropriate, other AEL team members responsible for the implementation of water and sanitation program.
6. To assist in monitoring and evaluating the implemented public health schemes as required
7. Other duties as agreed with the public Health Supervisor/project Manager

Qualification and Experience

1. Bachelor's degree in nursing, Community Health or Public Health or its equivalent
2. Two (2) years of experience in the area of Public Health or its related field
3. Computer literacy with significant experience in word and excel is an added advantage.
4. Must be able to articulate well

C. Watsan Technician (2) Bong County

Purpose: To carry out any necessary watsan activities.

Duties and Responsibilities:

1. Wells rehabilitation and construction
2. Supervision of community members in well digging activities
3. Installation and repairing of hand and foot pumps
4. Fabrication of concrete rings for hand dug well
5. Construction of appropriate latrines

6. Fabrication of latrine slabs according to national standard
7. Assist in ensuring the safety of work at project sites and ensuring that safety tools and kits are utilized during project implementation
8. Ability to fabric culvert/rings
9. Ability to sink culvert/rings
10. Knowledgeable on GOL WASH guidelines and standards

Qualification and Experience

1. Two years of experience in the area of WASH with NGO projects.
 2. Must at least be a high school graduate
 3. Must be able to articulate well
- D.** For the positions of Agriculture Extension Officer, Food Security Field Manager, GBV Supervisor and M&E Officer, a minimum of Bachelor Degree or its equivalent in the respective position is required with at least two years of working experience in similar position or its equivalent.
- E.** For Security Guards and Office Assistant, a minimum high school education is required with at least two years of working experience in the post applying for or related field.

All applications for the above positions should be hand delivered to the following addresses or by email to:

1. **The Human Resource Administrator**
AEL Headquarters, ELWA Compound
Monrovia, Liberia
2. **Human Resource/Finance Administrator**
AEL sub office, Bong, Margibi or Sinoe Counties
3. **Monrovia Open Bible Church**
Yarpah Town
Rivercess County
4. info@aeliberia.org or aelliberia@yahoo.com

Kindly attached all supporting documents including two letters of recommendation (one each from your pastor and community leader), your resume as well as your contact details. Only short listed candidates will be contacted. **Application will be received from June 4, 2018 and deadline for application is June 15, 2018 at 4:30pm.**