



Office: Liberia CDT  
Reports to: Program Coordinator  
Provides supervision to: Interns  
Effective Date: April 2025

**Purpose of the position:**

- Grassroots organizing: Training and Orienting Community Savings Groups and Natural Resource Management Champions.
- Community Sensitization: Awareness creation amongst the champions and all the savings groups, both new and the ones in existence
- Capacity building: Training Natural Resource Management & Savings groups Champions to deliver community sensitization forums
- Economic Empowerment: Equip savings groups [community members] with savings mobilization and sustainable business capacity
- Financial Access: Facilitate roll-out of an ASCA [Accumulated Savings and Credit Association] model in the community to afford savings and access to credit for enterprise development.

**Major Responsibilities**

Key responsibilities	Key tasks & outputs	Indicators
I. Program Implementation and Control	<ul style="list-style-type: none"><li>• Grassroots organizing through;<ol style="list-style-type: none"><li>1. Training the Savings Groups and Champions</li><li>2. Working collaboratively with the Champions</li></ol></li><li>• Community Sensitization through organizing and facilitating community sensitization forums</li><li>• Community mobilization and capacity building through;<ol style="list-style-type: none"><li>1. Formation of Savings Groups</li><li>2. Train and build capacity of the Savings groups in Financial Access, Business skills and Natural Resource Management</li><li>3. Ensures that the Groups receive adequate training; Participates in</li></ol></li></ul>	<ul style="list-style-type: none"><li>• Monthly Program reports</li><li>• Financial Access reports</li></ul>

		<p>development/ reviews of curriculum for training of the group officials</p> <p>4. Collaborates closely with NRM Coordinator in matters of training both new and existing groups</p> <ul style="list-style-type: none"> <li>• Community Economic Empowerment through;             <ol style="list-style-type: none"> <li>1. Business development skills training</li> </ol> </li> <li>• Financial Access: Facilitate community financial access through;             <ol style="list-style-type: none"> <li>1. Savings mobilizations</li> <li>2. Loans disbursements</li> <li>3. Quality loan management</li> <li>4. Record Keeping</li> </ol> </li> </ul>	
	Program Growth	<ul style="list-style-type: none"> <li>• Grow the CDT membership base through outreach, attraction and retention strategies supported by expansion to new areas.</li> <li>• Grow the CDT savings and loan portfolio in line with Program budget</li> <li>• Ensures that policies and procedures are applied consistently &amp; uniformly.</li> </ul>	Growth in membership and portfolio
	Program Reporting	<ul style="list-style-type: none"> <li>• Plans and ensures timely reports with focus on each group's key success indicators;             <ol style="list-style-type: none"> <li>1. Membership growth</li> <li>2. NRM capacity development</li> <li>3. Financial Access [Savings and Loan level]</li> <li>4. Sustainable business growth</li> </ol> </li> <li>• Ensures management and monitoring of the savings groups and ensuring strict compliance to all policies and procedures</li> <li>• Actively leads in timely response to the group with unacceptable group performance</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Reports</li> <li>• Savings Report</li> <li>• Loans Report</li> </ul>
	Risk Management and Compliance	<ul style="list-style-type: none"> <li>• Ensures compliance to all existing regulations, policies and procedures across the organization uniformly</li> <li>• Implementation of the internal control systems, ensuring the smooth running of the</li> </ul>	<p>Compliance issues raised in audits</p> <ul style="list-style-type: none"> <li>- Internal Audit</li> <li>- External Audit</li> </ul>

		<p>Program and safeguarding the institution's assets</p> <ul style="list-style-type: none"> <li>Proposes to the Program Coordinator any changes or enhancements to the Program policies and procedures.</li> </ul>	
(0%)	And any other duties that may be assigned by the Program Coordinator from time to time		<ul style="list-style-type: none"> <li></li> </ul>

**Core Capabilities:**

- Community mobilization
- Credit management and member mobilization
- Team and collaborative relationship building
- Thinking clearly, deeply and broadly
- Innovative and aggressive in Program growth

**Other Competencies/Attributes:**

- Must be a committed team members upholding high standards of integrity
- Analytical with a keen eye to spot opportunities.
- Perform other duties as required by the Program Coordinator.

**Qualifications: Knowledge and Technical Skills:**

The following may be acquired through a combination of formal or self-education, prior experience or on-the-job training:

- University Degree or Diploma in Sociology, Social Work, economics, accounting or business administration.
- Experience (over 2 years) in Community development work/Rural Development/microfinance operations.
- Determined personality with initiative, perseverance and the ability to motivate and manage a team
- Capability and willingness to take responsibility and highly developed sense of rectitude
- Ready to comply and live up to and in accordance with the Five Talents Ideals and Core Values
- Be a good trainer, facilitator and coach
- Very good communication and marketing skills



- Good analytical and problem-solving skills

**Working Environment / Conditions:**

- *Office environment:* Combination of typical office and field
- *Travel:* 90% Domestic travel is required.

*On call:* When called upon outside normal working hours