The Bible Society of Liberia

Vacancy Notice for Gender Coordinator

The Bible Society of Liberia (BSL) is seeking qualified individuals for the position of **Gender Coordinator.**

BSL is a nonprofit Christian Organization working with Churches and faith-based Organizations in Liberia to make the scripture available to all Liberians in a language and format they best understand and appreciate.

Job Title: Gender Coordinator

Report to: General Secretary

Role Description: Charged with building partnerships with churches, CSO's, government agencies, to develop, coordinate and report on our planned GBV program, and to promote gender awareness and inclusion in our overall organization and operations.

Responsibilities:

- Promote equal participation of men and women in all public outreach activities (policy-making, and decision-making)
- Facilitate gender equality in the formation and functioning of local authorities, and church councils and conduct exchange visits between the communities & towns for experience, knowledge & skills-sharing as well as capacity building
- Increase awareness about women's rights, and gender equality in public information campaigns
- Generate and support specific business opportunities for vulnerable women and survivors of GBV
- Promote land and tenure rights for women.
- Facilitate female presence and inclusivity into main group formation/Churches and community development committees at the local and national levels.
- Carry out other related tasks as may be assigned

Qualifications:

- Education:

  Applicants for this position must:
  - Hold a Bachelor's Degree in Sociology, Theology, Education, Economics, or other related social sciences.
  - Be computer literate in Microsoft Office suite.

- Experience:
    - Have at least 3 years of direct experience with gender and women empowerment projects
    - Have knowledge and exposure to a wide range of gender mainstreaming and development issues in Liberia
    - Have the ability to evaluate and integrate gender equality strategic objectives into a broader program strategy
    - Have skills in project management, M&E, training, advocacy, networking, partnership, interpersonal, and facilitation.
    - Have good written and oral communication skills.
    - Be self-motivated, able to demonstrate initiative, take decisions and work with minimum supervision.
    - Have a good confidentiality approach to clients in difficult times and environments.
    - Be willing to work extra hours to ensure results are achieved
    - Be free of drug addiction, criminal records, and violence.

How to Apply:
Interested candidates should submit the following;

1. A clearly typed application letter that briefly summarizes why you believe you are qualified for this position.
2. Resume/Curriculum Vitae, including contact information
3. The names and contact details of three references that can attest to your work experience, professional qualifications, and conduct.
4. Documents (copies of certificates, awards, degrees) that address the minimum requirement for the position.
5. One passport-size photo

Submit Application to:

The General Secretary
Bible Society of Liberia
Bible House
Tubman Boulevard, between 11th & 12th Streets
Adjacent to the International Bank Building
Sinkor, Monrovia

Or by

Email: pflomostevens56@gmail.com
pstevens@biblesocieties.org
bsil1964@yahoo.com

The deadline for submission is May 24, 2023, at 4:00 pm
After initial screening, only qualified applicants will be short-listed and invited for an Interview.