

Position Title: Talking Book Coordinator
Status: Consultancy
Location: Monrovia, Liberia

Date: March 2022

Job Summary: Under the supervision of the Senior Gender and Land Tenure Specialist, the Talking Book Coordinator will support the Landesa Liberia team to coordinate and manage the Talking Book activities in Grand Cape Mount and Lower Bong Counties. He/she will be expected to provide implementation expertise on the content development, deployment, and usage of the talking books in 6-8 communities in Bong and Grand Cape Mount counties. The Talking Book Coordinator will supervise the work of Field Facilitators and community animators.

Reporting and relationships: The Talking Book Coordinator reports to the Senior Gender and Land Tenure Specialist.

Availability: The Talking Book Coordinator is expected to work a standard workweek of 40 hours, plus additional hours as necessary to complete work.

Essential Job Functions:

- Lead the identification of Talking Book Beneficiaries and assist in deployments and monitoring of the usage of the Talking Books
- Assist the Landesa Team to develop and upload content to the talking book devices
- Supervise and coordinate the circulation of the talking books being carried out by the supervisors and animators using tracking tools developed in collaboration with Landesa
- Supervise and oversee the activities of the animators
- In collaboration with the Landesa MEL Specialist, conduct training for supervisors and animators on the collection of statistics
- Host town-hall meetings after every usage to answer questions and comments for the beneficiaries of the talking book after they listen to the devices
- Supports gender integration across all program and project activities
- Make regular monitoring visit to the field to ensure the proper collection of user statistics (using TB tracking sheets) and that the devices are being listened to, circulated properly and that they are in good condition
- Support the supervisors to extract/download usage statistics from the talking books after every circulation
- Work with the supervisors and animators to ensure Talking Book transfers are properly done, and that Talking Books remain functional
- In close collaboration with the MEL team, assist with data collection, research, and analysis.
- Write quarterly report highlighting any challenges or success stories
- Check-in and ensure that the Field Facilitators and animators are reporting on a regular basis any issues with any of the devices in the field and said issue said issues are being captured in the documentation.

- Check Kobo to ensure that the Field Facilitators are filling out the supervision form they visit the community.
- Check-in with field staff to get information about relevant social events that could impact our work.
- Ensure that the communities never run out of batteries for the devices.

Required Knowledge, Skills, and Abilities:

- A deep commitment to the mission of a better, safer future for the world’s poorest people through secure access to land.
- Strong problem-solving skills.
- Strong oral presentation skills and an ability to think on one's feet when defending policy recommendations.
- Ability to develop concrete work plans and manage tasks, teams, people, funds, products, and other elements so that work is performed according to agreed budgets, schedules, delivery requirements, and staffing plans.
- Ability to manage documents and correspondence, track and report on project labor, and carry out other administrative tasks efficiently, routinely, and in conformance to Landesa standards and procedures.
- Ability to lead and work collaboratively as a member of teams, regardless of role within the team, through consensus building, communication, and leadership.
- Highly organized

Education and Experience:

- Graduate or professional degree in law, agricultural economics, economics, sociology, geography, anthropology, or related field.
- At least 5 years experience working with Land Tenure issues
- At least 3 years field experience in Grand Cape mount Bong Counties or other counties in rural areas
- Strong Knowledge of the Land Rights Act and the Customary Land Formalization Process
- Experience managing field staff
- Bike Riding Experience necessary

To Apply:

Qualified candidates should send a letter of application and their CV to consultants@landesa.org by close of-business on Friday, April 8th, 2022 indicating “Landesa Talking Book Coordinator” in the Subject line of the email. Any applications received after the deadline, April 8th, will not be considered.