

“WE ARE RECRUITING EXPERTS”

Position title: Deputy Project Manager PSD Liberia

Mission country: Liberia, based in Monrovia

Duration: long-term (12 months, renewable up to 48 months)

Start date: 1st October 2025

Sector: Business climate and economic integration, Agriculture and natural resources

Deadline for responses: 31.08.2025

Project name and description: *Private Sector Development in Liberia (PSD Liberia)*

Liberia's private sector holds significant potential for driving economic growth, decent job creation, and poverty reduction. However, this potential remains untapped due to structural weaknesses in economic governance, a challenging business environment, and an unfavourable investment climate. These systemic constraints, combined with underdeveloped value chains in the cassava, fisheries, and wood sector, limit opportunities for inclusive and sustainable economic transformation.

At the same time, these issues present clear entry points for targeted interventions under this Action, aiming to improve economic conditions, strengthen key value chains, and support private sector growth and create the business environment and investment climate in which they can flourish.

The **Overall Objective of the Action** is to contribute to increase the competitiveness, inclusivity and environmental sustainability of cassava, fisheries and wood processing value chains for enhanced decent job creation, economic growth, and competitiveness of Liberian MSMEs. The Action also takes into consideration strategic approaches aimed at addressing structural barriers to decent work opportunities for all Liberians, including Persons with Disabilities (PWDs), thereby facilitating their active involvement and contribution to Liberia's labour market.

The **Specific Objective (outcome) of the Action** aims to ensure that MSMEs, with a focus on enterprises owned by women, youth and persons with disabilities, within the three targeted value chains increase their productivity and production quality so they can offer decent and inclusive job conditions while committing to environmental sustainability standards. However, this may occur only if the

general ecosystem, including access to skills and business development services, is improved, therefore requiring policy dialogue at all stages of project implementation, involving the public and private sector, and EU and Liberian MSMEs.

The Action will focus on the two main areas of intervention and the related challenges: **private sector development and value chain development** (cassava, fisheries and wood).

Three components for the implementation of the Action have been defined as follows:

- **Component 1:** Improved regulatory frameworks through PPD, including a high level policy dialogue platform, and Institutional Capacity Development for a more conducive business and investment climate in line with sustainable and inclusive international standards.
- **Component 2:** Improved skills of MSMEs within the three target value chains, with particular emphasis on enterprises owned by women, youth and persons with disabilities.
- **Component 3:** Enhanced capacity of national stakeholders for creating employment and improved access to decent work opportunities for all, including marginalised groups (youth, women and persons with disabilities) for better skills, livelihoods and workplace accountability in line with International Labour Standards.

The Action is financed by the European Union and will be co-implemented by Expertise France and the International Labour Organisation (ILO).

Description of the mission:

Under the authority of the Project Manager and with operational relations with the agency's Project Officers at EF headquarters, the **Deputy Project Manager** will assist the Project Manager with administrative and operational tasks, ensuring smooth day-to-day project functioning and providing essential support to both the technical and administrative teams. He/ she will identify short-term expertise required for specific activities together with the key experts and will ensure that reporting requirements from EF HQ are met. He/ she will also represent the project in the absence of the Project Manager. The following list of assignments is not exhaustive and other tasks may also be assigned to him/her by the project manager.

Representation and stakeholders' engagement:

- Represent the project during the absence of the Project Manager to the EU Delegation, government authorities, project partners, and other key stakeholders;
- Together with the Project Manager, ensure close collaboration with the various partners and project stakeholders;

Strategic alignment:

- Support the Project Manager in promoting synergies and complementarity and avoiding duplication of efforts with other actions in place;

Project implementation and coordination:

- Control the administrative and financial monitoring of the project, have regular meetings with the administrative and financial officer;
- Together with the key experts responsible for the different components, supervise the drafting of calls for proposals, procurement plans, guidelines, participate if necessary in carrying out contract negotiations, quality control of contracts and monitoring of contractual commitments, etc.;
- Together with the key experts, ensure the quality control of activities and deliverables and ensure that they are in line with the defined indicators in the project's log frame, ensure the integration of cross-cutting themes such as gender equality, youth and PWD inclusion, and climate resilience;
- Provide guidance to technical experts;
- In close collaboration with the project's MEAL Officer, monitoring of the project and activity performance indicators and overseeing of the development and implementation of the monitoring and evaluation system;

Reporting and accountability:

- Together with the Project Manager, ensure timely and high-quality reporting to the EU Delegation and other stakeholders, including technical and financial reports;
- Supervise and contribute to the updating of management tools for the project and EF's internal reporting (monthly portfolio revue, multi-annual project planning, bi-annual project revue, financial closure of the project, etc.);
- Support to the Project Manager to guarantee compliance with contractual obligations (particularly in terms of planning, monitoring and reporting) and Expertise France's operational standards, esp. in terms of procurement, financial execution and financial monitoring;
- Support to preparing Steering Committees and technical committees;
- Together with the administrative and financial officer, monitor the annual financial audits of the project.

Qualifications and competences:

- Master's degree (BAC +5) in development project management, development economics, management, economics or any other subject relevant to the project;
- Mastery of the fundamentals of international project management and successful professional experience in the field of international cooperation, experiences on the implementation of EU funded projects would be a plus;
- Excellent project management skills (technical, administrative, and financial monitoring);
- Good understanding of private sector development and ecosystem development;

- Experiences in the field of value chain development, esp. in agriculture, fisheries and/ or forestry would be an asset;
- Good understanding of the ecosystem in Liberia and the sub region;
- Knowledge of Expertise France's procedures and/ or EU procedures would be an asset;
- Good interpersonal, diplomatic, communication and teamwork skills;
- Ability to work in a volatile environment characterized by significant vulnerabilities;
- Excellent organisational skills;
- Autonomy, flexibility and responsiveness;
- Perfect mastery of English (written and spoken);
- Excellent writing and reporting skills.

Professional experience:

- At least 7 years' professional experience in planning and implementing international cooperation projects and programmes, with a preference in the field of private sector development;
- At least 3 years of experience in the field of international cooperation and/or project management;
- Experience in coordinating and implementing large development cooperation projects with multiple stakeholders and partners;
- Proven experience in administrative, budgetary, and operational management of international projects with substantial budgets;
- Experiences on issues like women's economic empowerment, youth employment and inclusion of persons with disabilities would be an asset;
- Field experience in Liberia and/ or the sub region.

Additional information:

- Location of the mission: Monrovia, Liberia
- Duration of the mission: 12 months, renewable up to 48 months
- Starting date of the position: 1st October 2025

Documents to be provided:

Applications must include:

- A CV;
- A motivation letter;
- A list of references.

Candidate(s) interested in this opportunity should submit their application as soon as possible, with Expertise France maintaining the option of establishing a shortlist before this date.

The selection process for expressions of interest will take place in two stages:

- In the first stage, a shortlist will be freely established by Expertise France.
- In the second stage, the candidate(s) selected may be invited for a first technical interview followed by a second interview with HR.