



Center For Economic Crimes & Security Studies

Boulevard Junction, Congo Town, Monrovia, Liberia
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Job Title: Program Coordinator

Organization: Center for Economic Crimes and Security Studies (CESS)

Location: Monrovia, Liberia

Duration: Six months, subject to renewal based on project availability

Responsibilities:

1. Plan and coordinate various programs and activities within the organization.
2. Ensure implementation of organizational policies and practices related to the programs.
3. Maintain budgets, track expenditures, and handle financial transactions.
4. Manage communications through media relations, social media, and other channels.
5. Foster positive relations within team and external stakeholders.
6. Schedule and organize meetings and events, maintaining agendas.
7. Ensure correct technology usage for operations (e.g., video conferencing, presentations).
8. Keep updated records, create reports, and develop proposals.
9. Actively contribute to program development and growth.

Requirements and Skills:

- A degree in business administration, political science, or a relevant field (BSc/BA).
- Proven experience in program coordination or a relevant position.
- Knowledge of program management and development procedures.
- Familiarity with budgeting, bookkeeping, and reporting.
- Tech-savvy, proficient in MS Office.

- Ability to work with diverse and multi-disciplinary teams.
- Excellent time-management and organizational skills.
- Strong verbal and written communication abilities.
- Detail-oriented and efficient.

Application Deadline: 5 PM, April 19, 2024

Application Submission:

Applications should be addressed to:

Angeline Thomson
Administrative Officer
Center for Economic Crimes and Security Studies
Boulevard Junction, Congo Town, Monrovia, Liberia

Email: athompson@cessliberia.com

Subject Line: Application for Program Coordinator Position - [Your Name]

Cc: recruitment@cessliberia.com

Note: Only email applications will be accepted. Only shortlisted candidates will be contacted.

