



Job Description

YOUTH CRIME WATCH OF LIBERIA (YCWL)

JOB DESCRIPTION

FIELD OFFICER – PEACE PROJECT

Position Title: Field Officer
Project: Protection in Education Advancement for Community Empowerment

(PEACE) – *Strengthening Health, Education, and Economic Pathways for Girls and Young People in Bomi, Lofa, and Nimba Counties(one person per County)*

Organization: Youth Crime Watch of Liberia (YCWL)
Duty Station: Bomi, Lofa, or Nimba County, Liberia
Reports to: Project Manager / Project Lead
Technical Support: Monitoring & Evaluation Officer; Gender Advocacy and Safeguarding Officer
Contract Duration: 10 Months, with possibility of extension subject to funding and performance
Employment Type: Full-time / Project-based
Number of Positions: Two (2), one Field Officer per target county
Travel: Frequent travel to targeted districts, schools, and communities within the assigned county

Background

Youth Crime Watch of Liberia (YCWL) is a youth- and women-led organization committed to promoting youth empowerment, gender equality, child protection, education, crime prevention, and community development.

YCWL is implementing the **Protection in Education Advancement for Community Empowerment (PEACE)** project, titled “**Strengthening Health, Education, and Economic Pathways for Girls and Young People in Bomi, Lofa, and Nimba Counties.**”

The project seeks to address interconnected barriers affecting girls and young people, including limited access to quality education and health services, school dropout, early pregnancy, gender-based violence, harmful social norms, limited economic opportunities, and inadequate community and institutional capacity.

The project will use an integrated, gender-transformative and community-driven approach across education, protection, social norm change, male engagement, economic empowerment, youth participation, and advocacy.

To support effective implementation at county level, YCWL is seeking qualified, motivated, and community-oriented **Field Officers** to coordinate and facilitate project activities within the assigned county.

Purpose of the Position

The Field Officer will be responsible for the **day-to-day field coordination, implementation, community mobilization, monitoring, documentation, and reporting** of PEACE project activities within the assigned county.

The Field Officer will ensure that activities are implemented **on time, safely, inclusively, and in accordance with approved project plans, safeguarding standards, donor requirements, and YCWL policies.**

The position will serve as a key link between YCWL, schools, communities, local authorities, community-based organizations, youth and girls' groups, teachers, service providers, traditional and religious leaders, and other project stakeholders.

The **Field Officer** is a frontline implementation position and will be critical to ensuring that the PEACE project moves from planning to **measurable change at school and community level**. The successful candidate must therefore combine strong community engagement skills with practical project management, monitoring, safeguarding, gender, and reporting competencies.

The ideal Field Officer will be **community-oriented, highly mobile, organized, respectful of local leadership, committed to girls' and young people's rights, and capable of turning project plans into practical field-level results.**

The Field Officer will also contribute to identifying implementation challenges, documenting lessons learned, strengthening community ownership, and ensuring that girls and young people meaningfully participate in project activities.

Key Responsibilities

Field Implementation and Coordination

The Field Officer will:

- Coordinate the implementation of PEACE project activities in the assigned county and target communities.
- Develop and maintain a detailed field activity schedule in coordination with the Project Officer/Project Lead.
- Support the identification and selection of target schools, communities, youth groups, girls' groups, and other beneficiaries in accordance with approved targeting criteria.
- Coordinate field activities across the project's education, community mobilization, protection, gender, male engagement, economic empowerment, and youth advocacy components.
- Ensure that project activities are implemented according to approved work plans, budgets, timelines, and quality standards.
- Conduct regular field visits to schools and communities to monitor implementation progress.
- Support phased implementation and adaptation of project activities based on field realities and emerging needs.
- Maintain effective communication between county stakeholders and the YCWL project team.

- Support logistical planning for trainings, meetings, community dialogues, school activities, and other project events.

Education and School-Based Programming

The Field Officer will support implementation of **Outcome 1: Improved gender-responsive and inclusive education systems** by:

- Supporting participatory education needs assessments in targeted schools and communities.
- Conducting school and community mapping using approved YCWL assessment tools.
- Supporting school safety and inclusion assessments.
- Working with school administrators, teachers, PTAs, students, and school clubs to identify education and protection concerns.
- Supporting capacity-building sessions for teachers and school administrators on gender-responsive pedagogy, safeguarding, and referral pathways.
- Supporting the revitalization and strengthening of Girls' Clubs, Boys' Clubs, and School Health Clubs.
- Support teachers and club patrons to develop simple activity calendars and discussion sessions.
- Facilitate school-community coordination meetings addressing attendance, retention, dropout risks, and girls' participation.
- Support student-led debates, drama, poetry, poster campaigns, and other awareness activities.
- Document school-level challenges, good practices, and recommendations for improvement.

Community Mobilization and Social Norm Change

Under **Outcome 2**, the Field Officer will:

- Lead community entry and mobilization processes in coordination with traditional, religious, women, youth, and community leaders.
- Conduct sensitization sessions on gender equality, girls' education, inclusion, protection, and youth empowerment.
- Support the establishment and facilitation of **Girls Shine peer circles** for adolescent girls and young women.
- Mobilize girls and young women to participate safely and meaningfully in project activities.
- Facilitate community dialogues involving parents, caregivers, traditional leaders, religious leaders, women leaders, youth, and other community stakeholders.
- Support radio listening groups and community discussions around gender equality and protection messages.
- Support the dissemination of IEC materials in appropriate local languages and formats.
- Identify community champions who can support positive social and behavioral change.
- Document community concerns, feedback, attitudes, and emerging issues affecting girls and young people.

VAWG Prevention and SASA-Aligned Activities

The Field Officer will support **Outcome 3: Reduced tolerance for violence against women and girls (VAWG)** by:

- Supporting the adaptation and implementation of SASA-aligned community activities.
- Assist in identifying and mobilizing community activists, including women, men, and youth.
- Support training and orientation of community facilitators and volunteers.
- Facilitate community and small-group discussions on power, violence, gender equality, protection, and collective responsibility.
- Support door-to-door and small-group engagement by trained community activists, where appropriate and safe.
- Facilitate community reflection sessions addressing harmful practices, violence prevention, survivor support, and accountability.
- Disseminate accurate information on available GBV and protection referral pathways.
- Support community action days, awareness campaigns, pledges, and community declarations against VAWG.
- Immediately report safeguarding, protection, or serious security concerns through established YCWL reporting mechanisms.
- Ensure that discussions involving violence and protection are conducted in a survivor-centered and do-no-harm manner.

The Field Officer must not investigate, mediate, or independently handle GBV or child protection cases. Cases must be referred through approved referral pathways and YCWL safeguarding procedures.

Male Engagement and EMAP-Aligned Activities

Under **Outcome 4**, the Field Officer will:

- Identify existing male and boys' groups, including youth groups, farmers' groups, motorbike unions, religious groups, and other community structures.
- Mobilize men and boys to participate in gender equality and positive masculinity activities.
- Support EMAP-aligned discussion cycles addressing masculinity, power, caregiving, responsibility, gender norms, and non-violence.
- Support the identification and engagement of male champions.
- Facilitate joint male-female reflection sessions where appropriate.
- Document commitments and behavioral change actions made by participating men and boys.
- Follow up with male peer groups and champions to encourage sustained engagement.

Economic Empowerment and TVET Support

Under **Outcome 5**, the Field Officer will:

- Support skills-gap and local market assessments.
- Assist in mapping existing vocational training centers, skills providers, employers, and potential livelihood partners.
- Support identification and mobilization of girls, young women, and young people for appropriate TVET and employability opportunities.
- Assist with participant registration and verification.
- Support training providers during implementation of approved activities.
- Monitor attendance, participation, completion, and emerging challenges among beneficiaries.

- Support linkages between trained young people and internships, employment, entrepreneurship, or other livelihood opportunities where available.
- Collect beneficiary feedback regarding the relevance and quality of training.
- Document success stories and lessons learned related to economic empowerment.

Youth Voice, Advocacy and Participation

The Field Officer will support **Outcome 6: Strengthened youth voice and advocacy for education rights** by:

- Mobilizing girls and young people to participate in youth advocacy groups.
- Support the formation or strengthening of youth and girls' advocacy structures.
- Facilitate youth-led discussions on education rights, gender equality, protection, health, and economic opportunities.
- Support young people to identify issues affecting their education and development.
- Assist youth groups in developing advocacy messages and action plans.
- Support the planning and implementation of symposiums, market fairs, campaigns, and other youth-focused events.
- Ensure participation is inclusive and provides meaningful opportunities for girls and marginalized young people to contribute.
- Document youth recommendations and communicate them to relevant project and community stakeholders.

Monitoring, Data Collection and Documentation

The Field Officer will work closely with the **M&E Officer** to ensure accurate and timely monitoring of project results.

Responsibilities include:

- Collect and submit accurate field-level data using approved YCWL tools.
- Maintain attendance registers, beneficiary records, activity reports, photographs, consent documentation, and other required evidence.
- Ensure data is appropriately disaggregated by sex, age, location, and other approved indicators.
- Conduct routine field-level monitoring of project activities.
- Support baseline, follow-up, and other assessments as required.
- Verify data before submission to the M&E Officer.
- Document community feedback, success stories, challenges, lessons learned, and emerging risks.
- Support monitoring of project indicators at school and community level.
- Participate in monthly and quarterly review meetings.
- Ensure all project documentation is securely maintained and submitted within agreed timelines.

Safeguarding, Protection and Accountability

The Field Officer will have a strong responsibility for ensuring that all project activities are implemented in a **safe, inclusive, gender-responsive, child-sensitive, and survivor-centered manner**.

The Field Officer will:

- Comply with YCWL's safeguarding, child protection, PSEA, code of conduct, gender, and confidentiality policies.
- Ensure safe participation of children, adolescent girls, young women, boys, persons with disabilities, and other vulnerable groups.
- Identify and report safeguarding concerns through established YCWL reporting channels.
- Maintain confidentiality regarding beneficiaries and sensitive information.
- Ensure informed consent and appropriate assent procedures are followed where required.
- Ensure activities do not expose participants to unnecessary risks.
- Promote safe feedback and complaints mechanisms.
- Support community awareness of available reporting and referral mechanisms.
- Immediately escalate serious safeguarding, protection, security, or ethical concerns to the appropriate supervisor.

Community Engagement and Partnership Building

The Field Officer will establish and maintain positive working relationships with:

- County and district education authorities;
- Health and social welfare authorities;
- Schools and teachers;
- PTAs and school management structures;
- Traditional and religious leaders;
- Women and youth organizations;
- Community-based organizations;
- Girls' and youth networks;
- Male peer groups;
- Community volunteers and activists;
- Vocational training institutions;
- Other relevant government and civil society actors.

The Field Officer will ensure that stakeholders understand their roles and that project activities are coordinated to reduce duplication and strengthen local ownership.

Reporting Responsibilities

The Field Officer will prepare and submit:

Weekly

- Brief field activity report and workplan;
- Upcoming activity schedules;
- Emerging issues and risks requiring management attention.

Monthly

- County-level implementation report;
- Activity completion reports;
- Beneficiary participation data;
- Monitoring documentation;

- Challenges and mitigation measures;
- Success stories and lessons learned.

Quarterly / As Required

- Inputs to YCWL's quarterly donor progress reports;
- Indicator updates;
- Case studies and human-interest stories;
- Lessons learned and recommendations.

The Field Officer will ensure that all reports are **accurate, evidence-based, timely, and consistent with the approved project work plan and results framework.**

Coordination with YCWL Team

The Field Officer will work closely with:

Project Manager/Project Lead

- For overall project implementation, planning, coordination, and technical direction.

M&E Officer

- For indicators, data collection, monitoring tools, verification, analysis, and reporting.

Gender Advocacy and Safeguarding Officer

- For gender-transformative programming, safeguarding, protection, GBV prevention, referral pathways, and quality assurance.

Program, Finance and Administration Team

- For approved field activity budgets, advances, liquidation, procurement, and logistical requirements.

Executive Director

- For overall organizational oversight and strategic direction.

Key Deliverables

The Field Officer will be expected to contribute to the following deliverables:

1. County-level field implementation plans and schedules.
2. School and community mapping and assessment reports.
3. School safety and inclusion assessment reports.
4. Reactivated and strengthened school clubs.
5. Community mobilization and dialogue sessions.
6. Functional Girls Shine peer circles.
7. SASA-aligned community activities.
8. EMAP-aligned male engagement sessions.

9. TVET and economic opportunity mapping.
10. Youth advocacy activities and groups.
11. Accurate beneficiary and activity databases.
12. Monthly field reports.
13. Activity documentation and evidence.
14. Success stories and case studies.
15. Regular monitoring data submitted to the M&E Officer.
16. Community feedback and accountability records.
17. Timely identification and escalation of safeguarding and implementation risks.

Required Qualifications and Experience

Education

- Bachelor's degree in Social Work, Sociology, Development Studies, Education, Gender Studies, Public Health, Community Development, International Development, or a related field.
- A relevant diploma with substantial field experience may be considered for highly qualified candidates.

Professional Experience

- At least 2–3 years of relevant field experience in community development, education, gender, youth programming, child protection, GBV prevention, livelihoods, or related development programming.
- Demonstrated experience working directly with communities, schools, youth, women, girls, and local authorities.
- Experience in community mobilization and facilitation.
- Experience conducting field assessments, data collection, monitoring, and reporting.
- Experience working with NGOs, CBOs, schools, or development partners is highly desirable.
- Experience implementing gender-transformative or protection-focused programming is an advantage.
- Familiarity with **SASA, EMAP, gender equality, safeguarding, GBV prevention, child protection, or positive masculinity approaches** is an advantage.
- Experience working in rural and hard-to-reach communities is strongly preferred.

Knowledge and Technical Competencies

The successful candidate should demonstrate:

- Strong understanding of community-based development approaches.
- Knowledge of gender equality and social norm change.
- Understanding of child safeguarding and protection principles.
- Understanding of education and youth development issues.
- Knowledge of GBV prevention and referral mechanisms.
- Ability to facilitate participatory discussions with diverse groups.
- Ability to collect, organize, and report field data.
- Basic understanding of results-based management and project monitoring.
- Ability to prepare clear field reports.
- Good knowledge of the social and cultural context of the assigned county.
- Ability to work respectfully with traditional and community leadership structures.

Core Competencies

- Ability to build trust and mobilize communities around sensitive issues affecting girls, young people, and families.
- Strong oral and written communication skills, including the ability to communicate effectively with community members, government officials, teachers, youth, and organizational leadership.
- Ability to facilitate participatory meetings, trainings, dialogues, peer groups, and community discussions.
- Demonstrated commitment to gender equality, inclusion, women's and girls' empowerment, and meaningful youth participation.
- Strong commitment to confidentiality, protection, ethical conduct, prevention of sexual exploitation and abuse, and the principle of doing no harm.
- Ability to maintain accurate documentation and demonstrate accountability for activities, resources, beneficiaries, and results.
- Ability to work effectively within a multidisciplinary project team and with external partners.
- Ability to identify field-level challenges and propose practical solutions.
- Ability to work effectively in rural, remote, and changing field environments.
- Excellent command of **English**, both written and spoken.
- Knowledge of relevant local languages spoken in the assigned county is highly desirable.
- Ability to communicate effectively with rural and community populations is essential.

Computer Skills

The candidate should have basic to intermediate skills in:

- Microsoft Word;
- Microsoft Excel;
- Email and internet communication;
- Digital data collection tools, where applicable;
- WhatsApp or other appropriate communication platforms for project coordination.

Other Requirements

- Willingness and ability to travel extensively within the assigned county.
- Ability to work in rural and hard-to-reach communities.
- Ability to work flexible hours, including occasional weekends when project activities require.
- Commitment to YCWL's mission, values, safeguarding principles, and code of conduct.
- Demonstrated integrity, professionalism, respect, and confidentiality.
- Candidates from or with strong knowledge of the assigned county are encouraged to apply.

Performance Indicators

The performance of the Field Officer will be assessed against, among others:

- Percentage of planned field activities implemented on schedule.
- Number of schools and communities successfully engaged.
- Number of girls, boys, young people, parents, teachers, and community members reached.
- Number of school clubs and community structures strengthened.
- Quality and timeliness of field reports.
- Accuracy and completeness of monitoring data.
- Quality of community mobilization and stakeholder engagement.
- Evidence of meaningful participation of girls and young people.
- Timely identification and escalation of safeguarding and implementation risks.

- Quality of documentation, success stories, and lessons learned.
- Compliance with YCWL policies, donor requirements, and project procedures.

Safeguarding and Code of Conduct

Youth Crime Watch of Liberia maintains a **zero-tolerance approach to sexual exploitation and abuse, sexual harassment, child abuse, exploitation, discrimination, and other forms of misconduct.**

The successful candidate will be required to:

- Sign and comply with YCWL's Code of Conduct and safeguarding policies.
- Participate in mandatory safeguarding and protection orientation.
- Maintain professional boundaries with project participants.
- Protect the confidentiality and dignity of beneficiaries.
- Report safeguarding concerns through approved mechanisms.
- Never use their position to exploit, abuse, intimidate, or solicit project participants.
- Comply with all applicable YCWL and donor safeguarding requirements.

Application Process

Interested and qualified candidates should submit:

1. A current **CV of no more than three (3) pages**;
2. A brief cover letter explaining their suitability for the position; and
3. Contact information for **three professional references**.

Applications should be submitted electronically to:

Email: vacancy@ycwliberia.org

Application Deadline: Wednesday, September 30, 2026

Only electronic applications will be accepted.

Due to the urgency of the position, applications may be reviewed and processed on a **rolling basis**. YCWL therefore reserves the right to close the recruitment process before the stated deadline once a suitable candidate is identified.

Applications should demonstrate relevant experience in **community mobilization, education, gender, youth empowerment, protection, GBV prevention, safeguarding, monitoring, or related development programming.**

Equal Opportunity Statement

YCWL is committed to diversity, inclusion, gender equality, and equal employment opportunities. **Qualified women, persons with disabilities, young professionals, and candidates with strong community-level experience are particularly encouraged to apply.**

YCWL will recruit based on **competence, integrity, relevant experience, commitment to safeguarding, and suitability for the position**, without discrimination.