



Job Description

YOUTH CRIME WATCH OF LIBERIA (YCWL)

JOB DESCRIPTION

Position: Project Manager

Organization: Youth Crime Watch of Liberia (YCWL)

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*

Duty Station: Paynesville, Montserrado County, Liberia, with frequent travel to project locations

Project Locations: Bomi, Lofa, and Nimba Counties

Reports to: Program Manager

Supervises: Project Officers, Field Officers, Community Facilitators, Project Assistants, Finance and Admin Manager, and other project personnel as assigned

Contract Duration: 10 months, with possibility of extension subject to performance, funding, and organizational needs

Employment Type: Full-time

Organizational 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, community development, and inclusive opportunities for vulnerable populations.

YCWL works with government institutions, schools, communities, civil society organizations, development partners, youth networks, and other stakeholders to strengthen community systems and create sustainable opportunities for young people, girls, and women.

Position Background

The Project Manager will provide overall technical, operational, and managerial leadership for the successful implementation of YCWL projects. The position is particularly responsible for ensuring that projects are implemented **on time, within approved budgets, to the required quality standards, and in accordance with donor requirements and YCWL policies.**

For projects such as the **Protection in Education Advancement for Community Empowerment (PEACE)** initiative, the Project Manager will coordinate integrated interventions addressing education, health, gender equality, safeguarding, prevention of violence against women and girls, male engagement, youth empowerment, employability, TVET, and youth advocacy across Bomi,

Lofa, and Nimba Counties. The project framework emphasizes gender-transformative programming, community ownership, capacity strengthening, results-based management, partnership coordination, safeguarding, and sustainability.

The Project Manager will therefore serve as the central link between YCWL management, project staff, field teams, communities, government institutions, implementing partners, donors, and other stakeholders.

Overall Purpose of the Position

The Project Manager will be responsible for the **effective planning, coordination, implementation, monitoring, reporting, and quality assurance of YCWL projects.**

The position will ensure that project activities contribute meaningfully to agreed results and outcomes while maintaining strong financial management, safeguarding, accountability, documentation, stakeholder engagement, and risk management systems.

The Project Manager will promote a “**managing for results**” approach, using monitoring evidence, community feedback, lessons learned, and implementation data to inform management decisions and adaptive programming. The project document specifically requires regular implementation updates and comprehensive narrative and financial reporting.

Key Responsibilities

A. Project Planning and Implementation

The Project Manager will:

- Lead the development of detailed project implementation plans, work plans, activity schedules, and implementation calendars.
- Translate approved project proposals, logframes, budgets, and donor agreements into practical implementation plans.
- Coordinate project start-up, implementation, review, and close-out processes.
- Ensure that project activities are implemented according to approved objectives, outputs, indicators, timelines, and budgets.
- Coordinate implementation across multiple counties and project locations.
- Ensure that project activities are appropriately sequenced and that implementation bottlenecks are addressed promptly.
- Lead monthly and quarterly implementation planning and review meetings.
- Ensure that project teams understand their roles, responsibilities, deliverables, and reporting requirements.
- Promote phased and adaptive implementation approaches where required.
- Ensure that project interventions are co-designed and implemented in coordination with relevant government, school, community, and civil society structures.

Project Management and Team Supervision

The Project Manager will:

- Provide day-to-day management and technical supervision of project staff.
- Establish clear performance expectations and deliverables for project personnel.
- Conduct regular team meetings and implementation reviews.
- Support staff in resolving operational and technical challenges.
- Monitor staff performance and provide coaching, mentoring, and constructive feedback.
- Ensure that field teams have the resources, tools, and information required to perform their duties.
- Promote teamwork, accountability, professionalism, and effective communication.
- Coordinate with the Executive Director on recruitment, deployment, performance management, and staffing needs.
- Ensure that consultants, facilitators, volunteers, and implementing partners deliver according to agreed terms of reference.

Technical and Programmatic Responsibilities

The Project Manager will provide oversight to interventions including:

Education and School-Based Programming

- School and community needs assessments.
- School safety and inclusion assessments.
- Gender-responsive education programming.
- Teacher and school administrator capacity building.
- Girls', Boys', and School Health Clubs.
- School-community coordination forums.
- Student-led awareness and advocacy activities.

Gender Equality and Social Norm Change

- Girls' empowerment and leadership activities.
- Girls Shine peer support initiatives.
- Community dialogues on gender equality.
- Positive social norm change programming.
- Male engagement and positive masculinity initiatives.
- Engagement of traditional, religious, women, youth, and community leaders.

Violence Prevention and Safeguarding

- Community-based violence prevention initiatives.
- SASA-aligned programming.
- Community facilitator training.
- GBV awareness and referral pathway activities.
- Safe spaces and community reflection dialogues.
- Safeguarding and child protection measures.
- Survivor-centered approaches and referral mechanisms.

Youth Economic Empowerment

- TVET needs and market assessments.
- Skills-gap mapping.
- Vocational training partnerships.
- Employability and life-skills programming.
- Linkages between training and economic opportunities.

Youth Voice and Advocacy

- Youth and girls' advocacy groups.
- Youth leadership activities.
- Advocacy campaigns.
- Youth symposiums and market fairs.
- Engagement with youth coalitions and policy platforms.

These areas reflect the project's six principal outcomes covering inclusive education, social norm change, prevention of violence against women and girls, male engagement, economic pathways, and youth advocacy.

Monitoring, Evaluation, Accountability and Learning

The Project Manager will work closely with the MEAL Officer to:

- Develop and implement project monitoring plans.
- Track progress against project indicators, targets, milestones, and deliverables.
- Review project data and identify implementation gaps.
- Ensure timely collection, verification, analysis, and use of project data.
- Conduct regular project performance reviews.
- Facilitate reflection and learning sessions.
- Document lessons learned, best practices, challenges, and adaptations.
- Ensure that monitoring findings inform project management decisions.
- Support baseline, mid-term, end-line, and other assessments where applicable.
- Ensure that beneficiary feedback and community perspectives are incorporated into project implementation.

The project framework specifically requires measurable indicators, monitoring tools, field monitoring, community feedback, and evidence-based adaptive management.

Reporting and Documentation

The Project Manager will lead the preparation and coordination of:

- Weekly workplan and activities report
- Monthly project implementation updates.
- Quarterly narrative progress reports.
- Donor reports.
- Project performance reports.
- Field visit reports.
- Lessons-learned documentation.
- Project success stories and case studies.
- Project completion and final reports.
- Supporting documentation for financial reporting.

The Project Manager will work closely with the M&E and Finance teams to ensure that narrative and financial reports are consistent, accurate, timely, and supported by appropriate documentation.

For donor-funded projects, the Project Manager will ensure compliance with agreed reporting schedules and requirements. The PEACE project framework provides for monthly implementation updates, quarterly progress reports, installment-based narrative and financial reporting, and final reporting.

Financial and Budget Management

The Project Manager will work closely with the Finance and Administration team to:

- Monitor project expenditure against approved budgets.
- Review budget utilization and burn rates.
- Ensure activities remain within approved budget lines.
- Prepare activity budgets and expenditure projections.
- Identify potential under-spending or over-spending early.
- Participate in budget reviews and revisions.
- Ensure that project expenditures are properly documented.
- Verify that activities are supported by appropriate financial and procurement documentation.
- Ensure that project resources are used efficiently and for their intended purposes.
- Support donor financial reporting and audits.

The Project Manager will **not replace the Finance function**, but will maintain close oversight of programmatic budget performance and ensure that financial resources are aligned with approved activities and results.

Partnership and Stakeholder Coordination

The Project Manager will serve as a principal project-level focal point for coordination with:

- Ministry of Education and county education authorities.
- County Health and Social Welfare structures.
- Local government authorities.
- Schools and vocational training institutions.
- Community-based organizations.
- Traditional and religious leaders.
- Women's and youth groups.
- Government ministries and agencies.
- Development partners and donors.
- Technical and sectoral organizations.
- Youth networks and advocacy coalitions.

The Project Manager will establish and maintain effective coordination mechanisms, organize stakeholder meetings, support partnership agreements, and ensure clear roles and responsibilities among partners.

The project specifically identifies government institutions, CBOs, schools, community leaders, youth and girls' networks, technical partners, and coordination platforms as important implementation partners.

Safeguarding, Gender and Inclusion

The Project Manager will ensure that safeguarding, gender equality, child protection, disability inclusion, and accountability are integrated throughout the project cycle.

Specific responsibilities include:

- Ensure compliance with YCWL safeguarding and protection policies.
- Promote safe programming and safe participation of children and vulnerable groups.
- Ensure project staff and partners understand safeguarding responsibilities.
- Identify and manage safeguarding risks.
- Ensure appropriate referral pathways are established and communicated.
- Promote survivor-centered approaches.
- Ensure gender- and age-sensitive programming.
- Ensure meaningful participation of girls, young women, boys, persons with disabilities, and marginalized groups.
- Ensure safe feedback and complaints mechanisms.
- Escalate safeguarding concerns through appropriate organizational channels.

The project's implementation strategy explicitly requires safeguarding, child protection, gender equality, inclusion, risk assessments, referral pathways, and safe feedback mechanisms across project activities.

Risk Management

The Project Manager will:

- Maintain a project risk register.
- Identify operational, financial, safeguarding, security, reputational, and implementation risks.
- Develop mitigation and contingency measures.
- Monitor emerging risks across project locations.
- Escalate significant risks to the Executive Director and relevant organizational leadership.
- Adjust implementation approaches when contextual changes affect project delivery.
- Ensure that risk management is incorporated into work planning and decision-making.

The project identifies community resistance, logistical constraints, staff capacity gaps, and contextual shocks among potential implementation risks and calls for adaptive management.

Field Supervision

Because YCWL projects may operate across multiple counties, the Project Manager will be expected to undertake regular field visits to:

- Monitor implementation quality.
- Meet beneficiaries and community stakeholders.
- Supervise project staff and facilitators.
- Verify project activities and outputs.
- Identify implementation challenges.
- Support community engagement.
- Conduct coordination meetings with local authorities and partners.
- Verify project documentation and monitoring evidence.
- Ensure safeguarding standards are being applied.

The Project Manager should be prepared for **frequent travel to project locations**, including rural and hard-to-reach communities.

Communications and Visibility

The Project Manager will work with YCWL's communications/marketing team to:

- Document project achievements and success stories.
- Support development of project communication materials.

- Ensure donor visibility requirements are respected.
- Provide accurate project information for organizational communication.
- Support media and public engagement where appropriate.
- Ensure beneficiary stories and images are collected ethically and with appropriate consent.

Sustainability and Exit Planning

The Project Manager will ensure that sustainability is integrated from project inception rather than treated solely as an end-of-project activity.

Responsibilities include:

- Strengthening local community structures.
- Building capacity of youth groups, women's groups, schools, CBOs, and community leaders.
- Supporting linkages between communities and government systems.
- Developing realistic project exit and transition plans.
- Documenting institutional knowledge and lessons learned.
- Supporting local ownership of project interventions.
- Ensuring that referral, feedback, and accountability mechanisms can continue after project closure.

The project places strong emphasis on transferring skills, leadership, accountability, and referral mechanisms to local structures and strengthening links with government institutions.

Key Deliverables

The Project Manager will be expected to deliver, among others:

1. Approved project implementation/work plans.
2. Project activity schedules and implementation calendars.
3. Monthly implementation updates.
4. Quarterly narrative reports.
5. Project performance tracking reports.
6. Updated project risk register.
7. Regular budget monitoring reports in coordination with Finance.
8. Field monitoring and supervision reports.
9. Stakeholder and coordination meeting reports.
10. Project documentation and evidence files.
11. Lessons learned and best-practice documentation.
12. Success stories and case studies.
13. Project review and learning reports.
14. Project sustainability and exit plan.
15. Final project narrative report.

Required Qualifications and Experience

Education

- Bachelor's degree in Project Management, Development Studies, International Development, Social Sciences, Public Administration, Gender Studies, Education, Community Development, or a related field.
- A Master's degree in a relevant discipline will be an advantage.
- Professional training/certification in project management will be an advantage.

Professional Experience

- Minimum of **5 years of progressive experience** in project management, program implementation, or development programming.

- Demonstrated experience managing donor-funded projects.
- Experience managing projects involving multiple geographic locations.
- Experience working with government institutions, NGOs, CBOs, schools, and community structures.
- Experience in gender equality, child protection, safeguarding, youth development, education, GBV prevention, livelihoods, or related sectors is highly desirable.
- Experience with donor reporting and compliance.
- Experience supervising multidisciplinary project teams.
- Experience in monitoring, evaluation, accountability, and learning processes.
- Experience working in rural and hard-to-reach communities in Liberia will be an advantage.

Knowledge and Technical Competencies

The successful candidate should have strong knowledge of:

- Project cycle management.
- Results-based management.
- Logical frameworks and results frameworks.
- Work planning and budgeting.
- Monitoring, evaluation, accountability and learning.
- Donor compliance and reporting.
- Risk management.
- Safeguarding and child protection.
- Gender equality and gender-transformative programming.
- Community engagement and mobilization.
- Stakeholder and partnership management.
- Capacity strengthening.
- Documentation and knowledge management.
- Adaptive management.

Knowledge of approaches such as **SASA, EMAP, gender-responsive education, youth advocacy, TVET, and community-based protection programming** will be an advantage given the project's technical scope.

Core Skills and Competencies

The Project Manager should demonstrate:

- Strong leadership and team-management skills.
- Excellent project planning and organizational skills.
- Strong analytical and problem-solving abilities.
- Excellent written and verbal communication.
- Strong report-writing skills.
- Strong stakeholder engagement and negotiation skills.
- Ability to manage multiple priorities and deadlines.
- Strong budgeting and financial monitoring skills.
- Strong facilitation and presentation skills.
- Ability to work independently and collaboratively.
- Strong interpersonal and community engagement skills.
- High level of integrity, accountability, and professionalism.
- Ability to work effectively under pressure.
- Strong computer literacy, including Microsoft Office applications.
- Ability to analyze and use project data for decision-making.

Language Requirements

- Fluency in English is required.
- Knowledge of relevant local languages spoken in Bomi, Lofa, and Nimba Counties is an advantage.

Safeguarding and Code of Conduct

The Project Manager is expected to uphold YCWL's safeguarding, child protection, gender equality, anti-fraud, anti-corruption, confidentiality, and code-of-conduct requirements.

The position involves direct or indirect engagement with children, adolescents, young women, communities, and other potentially vulnerable populations. The successful candidate must therefore demonstrate a strong commitment to **do-no-harm principles, confidentiality, safeguarding, accountability, inclusion, and ethical conduct**.

Performance Indicators

Performance will be assessed against, among other areas:

- Timely and quality implementation of project activities.
- Achievement of project outputs and outcomes.
- Effective management of project resources.
- Quality and timeliness of donor reports.
- Budget utilization and financial compliance.
- Quality of project documentation.
- Effectiveness of stakeholder coordination.
- Quality of team supervision.
- Safeguarding and risk-management compliance.
- Quality of monitoring and use of evidence.
- Beneficiary and stakeholder satisfaction.
- Sustainability and institutionalization of project results.

Reporting and Accountability Structure

The Project Manager will report directly to the **Executive Director of YCWL** and will work closely with:

- Monitoring & Evaluation Officer;
- Finance & Administration team;
- Procurement/Operations team;
- Gender and Safeguarding personnel;
- Communications/Marketing team;
- Project Officers and Field Officers;
- County-level project teams;
- Technical advisors and consultants.

The Project Manager will provide regular updates to YCWL management and participate in organizational planning, review, and decision-making processes.

Working Conditions

This is a full-time position based at YCWL's Head Office in Paynesville, Montserrado County, with **frequent travel to Bomi, Lofa, Nimba, and other project locations**.

The position requires flexibility to work outside normal office hours when necessary, particularly during community events, trainings, workshops, stakeholder meetings, monitoring visits, and project deadlines.

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, discriminate against, or solicit project participants.

Comply with all applicable YCWL and donor safeguarding requirements.

Apply survivor-centered and do-no-harm principles in all relevant activities.

Avoid independently investigating or mediating GBV or child protection cases.

Application Process

Interested and qualified candidates should submit:

A current **CV of no more than three (3) pages;**

A brief cover letter explaining their suitability for the position; and

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.

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.