



POSITION ANNOUNCEMENT

Applications will be reviewed on a rolling basis. Candidates are encouraged to apply early

Job Title: Program Officer

Location: S.D. Cooper Road, Paynesville, Liberia

Organization: Girls In Tech Liberia

About Girls In Tech Liberia:

Girls In Tech Liberia is a nonprofit organization dedicated to empowering and supporting women and girls in the technology industry. We aim to bridge the gender gap in technology by providing education, mentorship, and opportunities for women and girls to thrive in the tech sector.

Position Overview:

Girls In Tech Liberia is seeking a dedicated and dynamic Program Officer to join our team. The Program Officer will play a pivotal role in planning, coordinating, and executing programs and initiatives aimed at advancing women and girls in technology. The ideal candidate is passionate about gender equality, technology, and has a strong commitment to making a positive impact.

Key Responsibilities:

- **Program Development:** Collaborate with the leadership team to design, develop, and implement innovative programs that empower women and girls in technology.
- **Project Management:** Oversee the day-to-day execution of programs, ensuring they are delivered on time, within budget, and in alignment with organizational goals.
- **Stakeholder Engagement:** Build and maintain relationships with partners, sponsors, volunteers, and participants to support program activities and secure resources.
- **Monitoring and Evaluation:** Establish robust monitoring and evaluation mechanisms to assess program effectiveness and impact. Use data-driven insights to continuously improve programs.



- **Resource Management:** Manage program budgets, allocate resources efficiently, and ensure compliance with donor requirements.
- **Training and Capacity Building:** Organize and facilitate workshops, training sessions, and events to equip women and girls with essential skills for the tech industry.
- **Reporting:** Prepare comprehensive reports on program progress, outcomes, and challenges for internal and external stakeholders.
- **Advocacy and Outreach:** Represent Girls In Tech Liberia at conferences, events, and networking opportunities. Advocate for gender diversity and inclusion in the tech sector.
- **Grant and Proposal Writing:** Identify Grant Research, Develop Projects Proposals, Work closely with the finance team to develop detailed project budgets that align with the proposed grant funding and comply with donor requirements, Submit Proposals Submission, Ensure Grant Compliance and Management, Building relationships with funders, grant officers, and donor organizations, Track Proposals and Documentation.

Qualifications:

- Bachelor's degree in a relevant field (Business, Technology, Social Sciences, Nonprofit Management, or Communications).
- Proven experience in program management, grant and proposal writing, preferably in a nonprofit or grant-funded organization.
- Strong project management skills with the ability to work independently and collaboratively.
- Excellent writing, editing, communication, presentation, and interpersonal skills.
- Commitment to promoting gender equality and women's empowerment in technology.
- Proficiency in Microsoft Office Suite and project management tools.



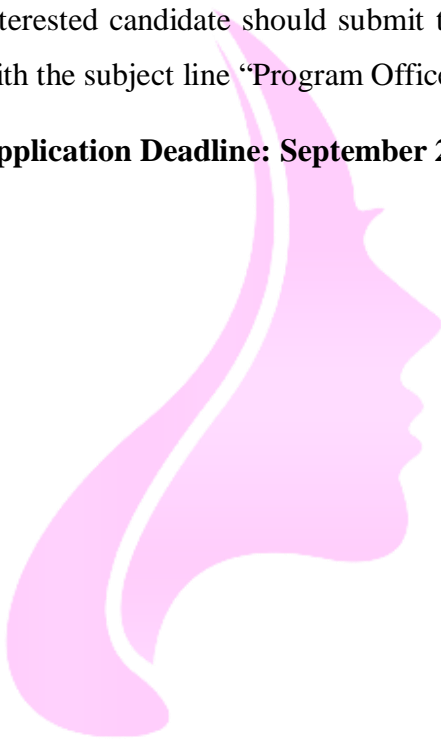
Working Conditions:

- This is typically a full-time (9:00AM – 5PM, Monday to Friday).
- Flexible working hours may be required to accommodate meetings and events.
- The Program Officer may work from an office or remotely, depending on the organization's policies.

How to Apply:

Interested candidate should submit their resume/cv and a cover letter to hr@girlsintechlib.org with the subject line “Program Officer Application”.

Application Deadline: September 24th, 2023



GIRLS
IN TECHNOLOGY
LIBERIA