
JOB DESCRIPTION: COUNTRY MANAGER, LIBERIA

The Luminos Fund, an international non-profit bringing education opportunities to the world's most vulnerable children, seeks an experienced and dynamic Country Manager for its Liberia program, to contribute to its rapid growth and expansion. This role will report to the Associate Director of Programs and oversee delivery of the Luminos Second Chance program in Liberia. Ideal candidates are accomplished professionals with exceptional people, program, operational and financial management experience. Experience working on education programs in Liberia and a passion for driving transformative results for children are essential.

This full-time position will be based in Monrovia and will require travel throughout Liberia.

ABOUT THE LUMINOS FUND

The Luminos Fund (www.luminosfund.org) believes that no child should be denied the chance to learn. Launched in 2016, Luminos is scaling up Second Chance: an accelerated learning program that enables children who have been kept out of school by crisis or poverty to catch up to grade level and return to learning – all in 10 months. A registered 501(c)(3) non-profit, we operate programs in Ethiopia, Liberia, and Lebanon, where we work with Syrian refugees. To date, we have helped over 152,000 children secure a second chance to learn.

As school reopens across the globe following the COVID-19 pandemic, Luminos is rising to meet the moment – launching new country programs and developing new ways of delivering at scale. With up to 24 million additional children expected not to return to school in the aftermath of COVID-19, our mission is more important than ever.

Luminos is supported by premier philanthropic organizations, including UBS Optimus Foundation, Dubai Cares, Cartier Philanthropy, Legatum, and a community of high-net-worth individuals. Luminos has been recognized for its achievements globally, receiving the Lipman Family Prize, the HundrED Global Innovation Award for the last four years, and the WISE Award.

DUTIES AND RESPONSIBILITIES

Program Management

- Manage day-to-day operations and overall delivery of Luminos programs in Liberia, including child protection and safeguarding, field operations, program monitoring, management and support for field-based staff, teacher training, vendor and inventory management, and finance functions.
- Lead engagement with Luminos Implementing Partners, including budgeting, impact, learning, compliance, and reporting. Support diligence and onboarding of any new Implementing Partners.

- Review reports from partners and field-based teams, liaise with both through daily and weekly check-in calls, and respond appropriately based on the needs of the team and the program.
- Manage direct delivery of a small cluster of Second Chance classes including site, teacher and student selection, community engagement, procurement and distribution, data collection, monitoring, assessment administration, facilitator training and support, and continued education for students in government schools following completion of Second Chance.
- Work with the Luminos Programs team on program planning and design, curriculum enhancements, training, and other program components/elements as required. Support design of external evaluations.
- Update Luminos global executive team on Liberia operations, successes, and challenges.

Government and Stakeholder Engagement

- Lead Luminos' engagement with external stakeholders in Liberia including government, civil society, and the donor community. Serve as the principal liaison between Luminos and the Ministry of Education.
- Establish and build collaborative relationships with education sector stakeholders, partners, government, and the donor community.
- Plan and lead classroom visits for Luminos partners and funders.

Internal Communication and Staff Development

- Oversee writing and timely submission of reports on program activities, data, and finances.
- Oversee, support, and build the capacity of a small, talented team, who are primarily responsible for the support and supervision of Second Chance classes and teacher training.
- Support collection of compelling student and classroom stories to communicate Luminos' work in Liberia and beyond with a variety of audiences.
- Provide technical inputs to fundraising proposals and identify new fundraising opportunities.
- Oversee management of the Luminos Liberia office and operations (e.g., registration, sectoral clearance, audit, etc.).
- Contribute to overall strategic direction for Luminos' work in Liberia.

REQUIRED EXPERIENCE

- Bachelor's degree required. Master's degree strongly preferred. Preference for candidates with a degree in Education.
- Minimum 5-7 years' work experience with increasing levels of responsibility, including in the Liberian education sector.
- Strong track record of leadership, people management, program management, office operations, and financial management.
- Excellent writer and persuasive communicator in English, additional language skills a plus.
- Outstanding interpersonal skills. Strong track record of success building and managing relationships with a variety of stakeholders including government.
- Proven ability to build and manage budgets and employ accountable financial practices and cost-savings strategies.
- Experience using data to inform decision making strongly preferred.

- Experience leading delivery of teacher training and continuous professional development for teachers strongly preferred.
- Working knowledge of Microsoft Office (Word, Excel, PowerPoint).

Core Attributes

- Belief and demonstrated passion for the mission, vision, and values of Luminos Fund.
- Impeccable integrity, professionalism, and solutions-oriented, can-do attitude.
- Affinity for data and data-driven decision making.
- Ability to wear multiple hats, transitioning seamlessly between supporting facilitators and staff in rural classrooms to representing Luminos in senior meetings with donors and government.
- Natural curiosity and hunger for continuous learning and improvement.
- Belief that success lies in the details.
- Innate sense of responsibility for delivery of quality work, even in challenging adverse circumstance.
- Self-motivated, with the ability to work independently. Experience working with diverse constituents, teams, and colleagues.
- Readiness to problem solve creatively on a myriad of fronts and go above and beyond to deliver outsized success.

To apply for this position, please write to careers@luminosfund.org with a brief cover letter and your CV. **Desired start date:** October 1st, 2021.

The Luminos Fund is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.