

Field Officers- H.O.P.E

Location: Grand Gedeh

Salary: negotiable

Job type: Full Time

Posted: 5 days ago

Category: Field

Deadline: April 6, 2026



Helping Our People Excel (HOPE), Inc.

Ensuring the Social, Educational and Economic Empowerment of Liberians

Title: Field Officers

Location: Maryland and Grand Gedeh Counties

Report to: Program Officer

Duration: 3 months, with possibility of an extension

Position Status: Full Time

Number of Positions: 2 (Two)

JOB SUMMARY

The **Field Officer** is responsible for all project activities at the community level with support from the Program Officer.

Roles and Responsibilities

Responsibilities include, but are not limited to, the following:

- Interface with communities on the day-to-day implementation of the HOPE program activities
- Support mobilization and organization of communities in reviewing awareness using standard

IEC materials provided.

- Monitoring and supporting the functioning of project community structures (Committees, Clubs, etc.) on implementation of developed action-plan and awareness activities in conjunction with the local authorities.
- Support any other field activities conducted directly by HOPE, or in collaboration with actors or partners working.
- Plan and implement coordination meetings with local community structures
- Facilitate the dissemination of Behavior Change Communication (BCC) tools and contribute to outreach activities.
- Participate in data collection activities for program development and improvement
- Prepare and submit monthly work plan to supervisor for review, approval and execution of activities as indicated in the plan
- Perform extra other duties as the need arise

Qualifications

- A minimum of High School Certificate, diploma or equivalent, an added advantage of university degree in social sciences, development studies or related field;
- Certificate and/or at least two years' work experience at in field work with governmental or Non-Governmental organizations
- Strong motivation, team player, ability to multi- task and excellent client service skill
- Ability to work under pressure and to meet deadlines.
- Ability to work in multi-culture and multi-disciplinary environment
- Exceptionally good at community mobilization and familiar with community entry strategies and Participatory Rural Appraisal (PRA)

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- Excellent communication and use of various presentation skills
- Knowledge in basic computer programs: Ms. Word, and Excel
- Have respect for humanitarian code of conduct and inter-agency working relationship

- Sensitive to gender issues
- Motorcycle riding skills and understanding a basic maintenance, a plus.

To apply, email your application (3-page CV & Cover letter) with the Subject Application for Field officer to info@hopelib.org before 4:30 PM, Monday, April 6, 2026.

Note: Only email submission will be considered. Late submission will not be processed. Only shortlisted candidates will be contacted. FEMALE candidates are strongly encouraged to apply.