



TERM OF REFERENCE (TOR)

Position Title:	Incubator Project Officer
Position Category:	Full-Time
Duty Station:	iCampus Liberia in Monrovia, with travels to the counties
Duration:	Six Months (September 15, 2023- March 15, 2024)

About iCampus Liberia (iCampus)

iCampus is Liberia's first multidisciplinary, innovation, and community space for change-makers focusing on the intersection of technology, entrepreneurship and inclusion. A 4,000 square foot campus in the heart of Monrovia that provides the space, resources, support, and cutting-edge technologies that can make change possible in Liberia. To date, iCampus has hosted over 12,000 people, organized 200+ events, produced over 100 songs, short films, podcasts, and hosted 50+ organizations and public events for more 12,000 Liberians, on topics ranging from entrepreneurship and business development to web development, open data visualization, adaptive management, coding, and leadership. Through these initiatives, we have managed to expand to more people both in-person and virtually by building the tech and entrepreneurial capacities of urban and rural-based Liberians.

Background:

Under The USAID Liberia Agribusiness Incubator & Development Activity, iCampus Liberia is collaborating with BSC-Monrovia, AgroTech Liberia, GrowthAfrica and East Africa Markets Development Associates Project with the aim to foster the growth and development of the agribusiness sector in Liberia. The project aims to provide technical assistance, capacity building, and financial support to small and medium-sized enterprises (SMEs) in the agribusiness sector, with the ultimate goal of increasing productivity, improving market access, and enhancing the overall competitiveness of the sector.

Position Summary:

Under the overall supervision of the Chief Executive Officer of iCampus, the **Incubator Program Officer** will play a key role in the implementation, coordination, and monitoring of the USAID Liberia Agribusiness Incubator & Development Activity Project. The Program Officer will work closely with project stakeholders, including partner organizations, government agencies, and local communities, to ensure effective project delivery and achievement of project objectives.

Key Responsibilities:

- Support the development and implementation of project work plans, ensuring alignment with project goals and objectives.
- Coordinate and collaborate with partner organizations, government agencies, and other stakeholders to ensure effective project implementation.
- Provide technical assistance and capacity building support to agribusiness SMEs, including training programs, mentorship, and business development services.
- Conduct regular monitoring and evaluation activities to track project progress and identify areas for improvement.
- Support the identification and selection of eligible agribusiness enterprises for participation in the incubator program.
- Facilitate knowledge sharing and learning events among project stakeholders to promote best practices and lessons learned.
- Prepare timely and accurate project reports, including progress reports, quarterly reports, and annual reports.



- Support the financial management of the project, including budgeting, financial reporting, and expenditure tracking.
- Contribute to the development and implementation of project communication and outreach strategies.
- Stay abreast of developments in the agribusiness sector and provide strategic inputs for project adaptation and expansion.

Competencies

a. Corporate Competencies:

- Demonstrates integrity by modeling iCampus ethical standards
- Promotes the vision, mission, and strategic goals of iCampus
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

b. Functional Competencies:

- Organizes and accurately completes multiple tasks by establishing priorities while considering special assignments, frequent interruptions, deadlines, available resources, and multiple reporting relationships.
- Plans, coordinates, and organizes workload while remaining aware of changing Priorities and competing deadlines.
- Establishes, builds, and maintains effective working relationships with staff and clients to facilitate the provision of support.

c. Knowledge Management and Learning:

- Excellent knowledge of Project management, monitoring and the application of methodology: Good understanding of capacity assessment methodologies; exceptional ability to identify significant capacity-building opportunities;
- Excellent communication skills (written and oral): Sensitivity to and responsiveness to all partners, Respectful and helpful relations with donors and project staff.

Self-Management:

- Focuses on results for the donors;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Remains calm, in control, and good-humored even under pressure;
- Demonstrates openness to change and ability to manage complexities;
- Responds positively to critical feedback and differing points of view;
- Solicits feedback from staff about the impact of his/her behavior;

Qualifications and Skills:

- Bachelor's degree in agriculture, agribusiness, economics, information and communications technology, international development, or a related field. A master's degree is a plus;
- At least 3-5 years of relevant experience in project management, preferably in the agriculture, entrepreneurship, information and communications technology or agribusiness sector;
- Strong knowledge of the agribusiness value chain, including production, processing, marketing, business development, and financing;
- Experience in providing technical assistance, capacity building, and mentorship to small and medium-sized enterprises;



- Demonstrated experience in project monitoring and evaluation, including data collection, analysis, and reporting;
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders;
- Strong organizational and coordination skills, with the ability to manage multiple tasks and meet deadlines;
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint) and project management tools;
- Knowledge of USAID rules and regulations is an advantage;
- Fluency in written and spoken English is required;

Duration and Reporting:

The Program Officer will be contracted for an initial period of six months (September 15, 2023 to March 2024) with the possibility of extension based on project needs and performance. The Program Officer will report directly to the **Chief Executive Officer (CEO)** of iCampus and work closely with the Programs Officer of iCampus and with other project staff.

Compensation:

We pay a competitive monthly salary that commensurates with education and experience.

Application Instructions:

If interested, please send a resume, cover letter, and contact information for 3 references to Mr. Luther D. Jeke, Chief Executive Officer, iCampus Liberia, 150 Carey Street, Snapper Hill, Monrovia, Liberia via email (luther@icampus.io) before close of business on September 9, 2023. Qualified candidates will be interviewed on a rolling basis.

For more information about iCampus please visit www.icampus.io.