



THE MILLENNIUM ASSOCIATES (tMA)

Ground Floor, Former UN WHO Building
63 United Nations Drive, Mamba Point
Monrovia, Liberia
Tel: +231 886 895 622 ~ 231 777 895 622
Email: info@tmassociates.org

Job title:	County Monitor
Position locations:	1. Todee/Upper Careyburg, Rural Montserrado 2. Zota, Bong County 3. Sanoyea, Bong County
Work Type:	Full-time (40 hours/week)
Reports To:	Programme Coordinator
Contract Duration:	Until March 4, 2026
Deadline:	June 30, 2025
About tMA:	<p>tMA is a non-governmental organization actively contributing to global efforts aimed at reducing poverty, improving health and education, promoting peace, advancing economic growth, and safeguarding the environment, agriculture, and food security. Our core areas of work focus on social service delivery, with a strong emphasis on data collection, monitoring and evaluation, surveys, research, technical assistance, and capacity-building training.</p> <p>Since 2011, tMA has been supporting the Government of Liberia, as well as both local and international organizations, in advancing national development priorities and delivering impactful, evidence-based interventions.</p>
Position Summary:	<p>The County Monitor will be responsible for carrying out all field-level assessments of tMA's programs, ensuring compliance with implementation standards, and providing comprehensive reports on the program's effectiveness, challenges, and overall impact within the assigned county.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Conduct regular field visits to project sites, including schools and community facilities, to observe and assess program implementation. • Gather accurate data using approved tools and ensure timely submission of reports detailing findings, challenges, and success stories. • Liaise with local stakeholders including school staff, community leaders, parents, and students to foster collaboration and gather feedback. • Ensure that project activities are being carried out in accordance with established guidelines, policies, and donor requirements. • Identify gaps, risks, or non-compliance issues during monitoring and promptly report them to the central office for corrective action. • Provide basic support and guidance to local partners or project beneficiaries to enhance understanding and adherence to program objectives. • Maintain effective communication with the central team, ensuring alignment between field activities and overall program goals. • Represent tMA at the county or community level, promoting the organization's mission and maintaining a professional presence.
Required Qualifications	<ul style="list-style-type: none"> • Associate or Bachelor's degree in Economics, Project Management, Monitoring & Evaluation, or a related field. • Minimum of 5 to 10 years of relevant professional experience in field monitoring or program implementation.

	<ul style="list-style-type: none"> • Demonstrated proficiency in using mobile data collection tools such as ODK, Ona, or SurveyCTO. • Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook). • Must be a long-term resident of the assigned district (minimum of 5–10 years). • Prior experience working on WFP- or USAID-funded programs is an asset. • Must be capable of operating a motorbike for field travel
Personal Attributes:	<ul style="list-style-type: none"> • Objectivity, neutrality, and confidentiality. • Excellent oral and written communication skills. • Strong interpersonal and diplomatic skills. • High moral integrity and a commitment to inclusion.
How to Apply:	<p>Please Send your resume (no more than 3 Pages and a one page cover letter to info@tmassociates.org and cc: gkarnga@tmassociates.org and nsumo-chea@tmassociates.org with the subject: Application – County Monitor – Zota, Bong County</p> <p>Note: Only shortlisted candidates will be contacted through email or phone call.</p>