



Terms of Reference (ToR)

Ref: VA-03-26-01

Position:	Programme and Innovation Manager (PIM)
Location:	Monrovia, with frequent field visits in projects counties
Contract Type:	Permanent, Performance based (Full-time employment)
Performance Evaluation Period	Three months, with possibility of extension based on satisfactory performance.
Work hours:	40 hours/week, typically Monday through Friday with flexibility to work additional hours or on weekends on an as-needed basis
Reporting To:	Chief Executive Officer / Executive Director
Application Deadline:	April 15, 2026
Anticipated start date:	May 1, 2026

Organization Profile:

tMA founded in 2011, is a premier non-governmental organization driving transformative development across Liberia. We support multi-sectoral programs that reduce poverty, strengthen livelihoods through agriculture and aquaculture, improve health and education outcomes, promote peace and democratic governance, stimulate economic growth, and protect the environment. tMA provides high-quality technical assistance, social services and achieves measurable impact, reaching communities across every county in the country.

Purpose of the Role:

The Programme and Innovation Manager will lead the strategic development, coordination, and expansion of programs, partnerships, and innovation initiatives at tMA. The position plays a critical role in strengthening institutional partnerships, identifying funding opportunities, designing new programs, and increasing the organization's visibility at national and international levels.

The role will also focus on promoting strategic engagement with government institutions, development partners, international organizations, and private sector stakeholders to support the growth and sustainability of tMA's research and development programs. The Manager will ensure that the organization maintains strong partnerships, develops competitive proposals, and actively participates in national and international development platforms.

*This position is **open exclusively to qualified female** candidates in order to promote women's leadership, professional growth, and gender inclusion within the organization.*

What your day-to-day will look like:

1. Programme Development and Management

- Lead the design and development of innovative programs aligned with the strategic objectives of tMA.
- Coordinate program planning, implementation, and monitoring.
- Support the development of new programmatic initiatives in research, development, and capacity building.
- Ensure programs meet quality standards and achieve intended outcomes.

2. Partnerships and Stakeholder Engagement

- Build and maintain partnerships with government institutions, development agencies, international organizations, and private sector actors.
- Represent tMA in strategic meetings, national forums, and development coordination platforms.
- Facilitate collaboration agreements and Memoranda of Understanding (MoUs).

3. Business Development and Resource Mobilization

- Identify funding opportunities from bilateral and multilateral donors.
- Lead proposal and grant application development.

- Support donor engagement and fundraising initiatives.

4. Strategic Communication and Visibility

- Promote the visibility of tMA through conferences, workshops, public engagements, and media platforms.
- Coordinate radio and public media appearances to highlight program achievements.
- Support the organization's knowledge dissemination and outreach efforts.

5. Innovation and Organizational Growth

- Identify innovative solutions and partnerships that strengthen the organization's impact.
- Support the CEO in advancing institutional growth strategies.
- Develop new initiatives that expand the organization's program portfolio.

6. Mentorship and Institutional Development

- Provide mentorship and guidance to interns and junior staff.
- Support professional development initiatives within the organization.
- Promote leadership and capacity-building activities.

At a minimum, We'll need:

- Graduate of the President's Young Professionals Program
- Female professionals with NGO or development sector experience
- Senior-level university students or recent graduates
- 2 years Internship career professionals with strong leadership potential
- Exceptional communication and public speaking skills
- High level of professionalism and organizational representation
- Strong leadership potential and initiative
- Strong proposal writing and program development skills
- High level of professionalism and organizational representation
- Ability to network, negotiate, and strategic partnerships

Personal Attributes:

- Highly eloquent and confident in communication
- Passionate about development and innovation
- Proactive and solution-oriented
- Committed to professional growth and leadership

Education:

- Bachelor's degree in development studies, Public Administration, Business Administration, International Relations, Economics, Social Sciences or Project Management.
- Master's degree in a relevant field is an advantage.
- 2–5 years' experience in NGO program management, partnerships or proposal development
- Experience working with organizations such as the United Nations, World Bank, United States Agency for International Development, or similar development partners is an advantage.

What we'll need from you as key deliverable on the job:

1. Monthly Reports

Submit a Monthly Performance Report to the CEO covering:

- Partnership and stakeholder engagements
- Program development progress
- Proposals and funding opportunities pursued
- Media, conferences, and outreach activities
- Mentorship and leadership initiatives
- Key achievements, challenges, and next-month priorities

2. Quarterly Reports

Prepare Quarterly Program and Partnership Reports summarizing:

- Program implementation progress
- Strategic partnerships established
- Funding proposals submitted and outcomes
- Organizational visibility and advocacy engagements
- Innovation initiatives and program expansion
- Key lessons and recommendations

These reports support executive management and board review.

3. Annual Report Contributions

Contribute to the organization's Annual Performance Report, including:

- Major program achievements
- Partnerships and collaborations
- Funding secured and project outcomes
- Impact stories and institutional growth
- Strategic recommendations for the next year

3. Donor Reporting

Support preparation of donor and partner reports, including:

- Program progress updates
- Financial and activity summaries (in coordination with finance)
- Monitoring and evaluation findings
- Impact results and beneficiary stories
- Compliance with donor reporting requirements

Monthly Deliverable:

Performance Area	Monthly Target	Evidence
Government Engagements	3 engagements	Meeting minutes / invitations
International /CSOs/Private Engagements	3 engagements	Emails / meeting notes
Proposal or Grant Submissions	2 proposals	Submitted proposals
Program Designs Developed	2 program concepts	Concept notes
Partnership Programs Initiated	2 initiatives	Partnership documentation
MoU Initiated or Signed	1 MoU	Signed agreement
Radio or Media Appearances	1 appearance	Media record
Conferences / Public Forums	1 participation	Conference documentation
Mentorship Activities	2 sessions	Mentorship records
Innovation or Strategic Ideas	1 initiative	Concept document
Monthly Report	1 Report	Summarizing all activities

The deliverable performance will be submitted **within the first 5 working days of the following month.**

Applicants are requested to submit a resume not exceeding three (3) pages, along with a cover letter and references. '

To apply, please click [HERE](#) to submit your application.

Interviews will be conducted on a rolling basis based on organizational needs. Shortlisted candidates may be contacted before the application deadline.

Technical Support:

If you experience any technical issues with the application form, please email burphy@tmassociates.org for assistance.