

VACANCY - BASA DEVELOPMENT INITIATIVES - Project Officer

About BASA Development Initiatives (BDI)

BASA Development Initiatives (BDI) is a legally registered Liberian non-profit and non-governmental organization. BASA stands for Born African, Stay African, reflecting BDI's belief that Africa's development should be driven, owned, and implemented by Africans, especially women and youth. BDI was established to promote inclusive livelihoods for women and youth, strengthen environmental resilience, promote evidence-based decision-making, and reinforce accountable, community-led development, and works across six core program areas: Agriculture and Agribusiness, Health, Education, Environment and Conservation, Youth Empowerment, and Women Empowerment. BDI has implemented donor-funded projects in agriculture, environment, health, and youth empowerment, with funding from the Global Environment Facility, the European Union, GIZ and recently Expertise France, including the EU-funded Cassava Transformation Project and the GEF-funded Sinoe Building Climate Resilience Project. BDI currently operates in Liberia and Ghana.

Project Background

Welthungerhilfe (WHH), in partnership with SHED and BASA Development Initiatives (BDI), has received funding from the German Federal Ministry for Economic Cooperation and Development (BMZ) to implement **"Advancing Youth Economic Inclusion through Skills Training and Green Jobs in Liberia"**, a 36-month project working toward an inclusive, climate-resilient green economy in Liberia in which young people, particularly women, have access to green skills, decent employment, and sustainable entrepreneurship opportunities. The project will train 1,600 youth (at least 50% women), aged 18 to 35, in Montserrado, Margibi, and Nimba counties in renewable energy, waste management, and climate-smart agriculture; establish three county-based green skills and life-skills hubs; support the creation of 150 youth-led green enterprises; and strengthen the institutional capacities of SHED and BDI for the sustainable delivery of youth green skills and entrepreneurship programming.

Job Title: Project Officer

Location: Monrovia, with regular travel to rural Montserrado, Margibi, and Nimba counties

Project: Advancing Youth Economic Inclusion through Skills Training and Green Jobs in Liberia

Reporting to: Chief Programme Officer, BDI, in close coordination with the Project Manager and Welthungerhilfe (WHH)

Status: Full time

Duration: One year, with renewal based on performance and funding

Important

This vacancy is being advertised in anticipation of project start-up. Recruitment is being undertaken now to ensure the project team is in place for a smooth launch; however, an employment contract will be signed with the successful candidate only once the Partnership Agreement between Welthungerhilfe (WHH) and BASA Development Initiatives (BDI) for this project has been finalised and signed.

Notice:

Job Overview

The Project Officer leads BDI's day-to-day coordination and implementation of project activities under the Advancing Youth Economic Inclusion through Skills Training and Green Jobs in Liberia project. Working closely with BDI's Field Officers, the Project Manager, and Welthungerhilfe (WHH), the Project Officer ensures that youth skills training, green job, and enterprise development activities are delivered on time, on budget, and in line with the approved workplan and donor requirements.

Key Responsibilities

- Support day-to-day coordination and implementation of project activities in line with the approved workplan.
- Assist in planning trainings, workshops, and stakeholder engagement meetings.
- Ensure timely execution of youth skills development and green job interventions.
- Coordinate closely with field officers to monitor activity progress and resolve implementation challenges.
- Maintain accurate activity documentation, beneficiary records, and reporting inputs.
- Contribute to preparation of narrative reports and ensure compliance with donor requirements.

Required Qualifications and Experience

- Bachelor's degree in development studies, project management, social sciences, or a related field.
- Minimum of 4 years of professional experience coordinating donor-funded development or livelihoods projects.
- Demonstrated experience planning and supporting trainings, workshops, and community-level activities.
- Strong organisational and coordination skills, with the ability to supervise field-based staff.
- Sound understanding of project cycle management, activity monitoring, and reporting.
- Excellent written and spoken English, with strong report-writing skills.

Preferred Profile

- Prior experience working on youth employment, green skills, or livelihoods programming.
- Experience working with international NGOs or on BMZ/WHH-funded projects.
- Familiarity with Montserrado, Margibi, or Nimba counties and their local structures.
- Proficiency in MS Office and digital data collection tools (e.g., KoboToolbox).
- Experience with Google Workspace and Slack.
- Women are strongly encouraged to apply, in line with the project's gender equity objectives.
- Fluency in English; knowledge of local languages spoken in the project counties is an advantage.

How to apply

Interested candidates should submit a CV and a cover letter to recruitment@basadev.org, with **"Project Officer"** in the subject line. The CV should detail relevant experience in coordinating donor-funded development or livelihoods projects, and the cover letter should explain your suitability for the role and your availability. Please include the names and contact details of at least two professional references. The application deadline is 01 October 2026 at 5:00 p.m. Applications are reviewed on a rolling basis, so early submission is encouraged. Only shortlisted candidates will be contacted.