

## Profile and Job Description for CRC County Focal Points

### Constitution Review Committee

The Constitution Review Committee (CRC) has the mandate to organise, lead and manage the review of the 1986 Constitution of Liberia. The CRC must organise public debates and consultations in order to propose amendments to the Constitution that are based on the views of all the people of Liberia. To ensure that the public is adequately informed on the Constitution and the review process so as to submit informed views and opinions, CRC has organised the national civic education, outreach and public consultation exercises as some of the key phases of the review process. To support the work of CRC in all Counties in Liberia, the CRC intends to recruit County Focal Points.

### Function

- The County Focal Points will supervise the roll out of civic education, outreach and public consultation at the County level. They will oversee the work done by the civic educators and ensure that it meets the specifications set out by the CRC.
- The County Focal Points will regularly liaise with and report to the National Coordinator at the CRC headquarters.
- The County Focal Points will assist with the administrative and logistical planning for civic education, outreach and public consultation at the County level. In doing so, they will liaise with partners and stakeholders to organise meetings and plan civic education sessions together with the civic educators.

### Tasks

- Prepare the civic education, outreach and public consultation schemes at the County level to be followed by the civic educators
- Organise the logistics to carry out for civic education, outreach and public consultation sessions throughout the County
- Take and keep custody of the civic education materials deployed by the CRC to the County
- Receive reports on civic education sessions from the civic educators and transmit these to the CRC
- Ensure reporting compliance with the civic education national reporting and monitoring framework
- Ensure the availability of adequate civic education, outreach and public consultation materials, including recording and other audio devices.
- Ensure civic education sessions are organised in accordance with the civic education scheme
- Monitor the implementation of civic education sessions with the public and other stakeholders
- Convene and assist to gather the public and stakeholders for civic education, outreach and public consultation sessions

The following are the qualifications for individuals who apply to the post of County Focal Point:

### Qualifications

- Liberian citizen of adult age
- Must have good oral communication skills
- Fluency in written and spoken English
- Attained minimum of college education or its equivalence

### Skills and Experience

- Proven organisational and logistical planning skills
- At least 3 years' experience working in community mobilisation, facilitation, public administration or project management
- Excellent geographic familiarity with the County in which civic education will be conducted
- Conversant with local languages and customs in the County in which civic education will be conducted

CRC strives to be an equal opportunity employer. Females are encouraged to apply.

### Deadline and application information

Qualified individuals are invited to send their application letters and CV to the CRC no later than **5 September 2013** as per the information below:

- **Address Application to:** Cllr. Gloria M. Musu-Scott, Chairperson, Constitution Review Committee, Nyakpee Town Community, Oldest Congo Town, Monrovia,
- Or Offices of County Superintendents and UNMIL Civil Affairs in the counties
- **Telephone:** 0776 305 715 / 0880 749 732 / 05 573 194
- **Email:** [constitution.liberia@yahoo.com](mailto:constitution.liberia@yahoo.com); [crc20132015liberia@gmail.com](mailto:crc20132015liberia@gmail.com)

CRC

21 August 2013