# TERMS OF REFERENCE

**POSITION TITLE**: Assistant County Supervisor
**PROJECT:** Tourism Education and Public Awareness Project
**DUTY STATION:** Assigned County, Liberia
**REPORTS TO**: County Supervisor
**PROJECT DURATION**: December 2026 – March 2027

## Background

The Liberia National Tourism Authority (LNTA), through the Public Sector Investment Program (PSIP), is implementing the Tourism Education and Public Awareness Project. The project seeks to strengthen tourism knowledge, promote responsible tourism, and encourage community participation in the development and promotion of Liberia's tourism resources.

The implementation approach covers all fifteen counties. Training takes place at four regional hubs, in Monrovia, Gbarnga, Greenville and Robertsport. Montserrado, Bong, Sinoe, and Grand Cape Mount are the priority counties for the full program, including activities involving schools, youth and tourism operators. Teams in the remaining counties will conduct community awareness activities using approved project materials.

Multi Stream Initiative (MSI) Africa, Inc. supports the program under Contract No. LNTA/SP/QCBS/001/2026, including technical support for the selection, training, and coordination of field personnel.

## Purpose of the Position

The Assistant County Supervisor will support the County Supervisor in coordinating field activities, guiding Field Officers, checking project records, and maintaining effective communication with community stakeholders.

The Assistant County Supervisor will provide day-to-day support to Field Officers and act for the County Supervisor when authorized.

## Key Objectives

- Support implementation of county-level tourism education and public awareness activities.
- Strengthen supervision and coordination of Field Officers.
- Support quality assurance of field activities and project reporting.
- Promote effective stakeholder engagement and community participation.
- Assist with monitoring, reporting, logistics, and safeguarding compliance.
- Support achievement of county implementation targets.

## Scope of Work and Responsibilities

### Field Coordination and Supervision

The Assistant County Supervisor will:

- Support the County Supervisor in preparing and implementing the weekly county work plan.
- Coordinate the daily activities of Field Officers and help assign them to communities or activities.
- Check in regularly with Field Officer teams and provide practical guidance.
- Visit each Field Officer pair at least once a week, using the approved supervision checklist, subject to the final work plan and available logistics.
- Observe awareness sessions and help ensure that approved messages and materials are used accurately.
- Identify operational or performance challenges and report them to the County Supervisor.
- Act for the County Supervisor when officially assigned.

### Tourism Education and Stakeholder Engagement

The Assistant County Supervisor will:

- Support community entry and coordination with local leaders and stakeholders.
- Assist Field Officers in organizing tourism education and public awareness sessions.
- Encourage respectful participation by women, young people, persons with disabilities, and other community members.
- Help communicate approved messages in English and relevant local languages.
- In the four priority counties, support coordination with schools, youth groups, and tourism operators through the appropriate channels.
- Assist with approved surveys and other project assessments.

### Records and Reporting

The Assistant County Supervisor will:

- Receive and review Field Officers' daily activity logs, attendance sheets, feedback forms, and photographs where required.
- Check records for completeness and accuracy and request corrections where necessary.
- Maintain the county issue log and follow up on matters requiring action.
- Report unresolved concerns to the County Supervisor and support their resolution.
- Assist in preparing the weekly county report and maintaining supporting documentation.
- Support monitoring visits, data verification, and approved spot checks.
- Report safeguarding, safety, or conduct concerns immediately through the designated channels.

**Materials and Equipment Management**

The Assistant County Supervisor will:

- Assist with the distribution and tracking of approved project materials.
- Ensure Field Officers record materials distributed and safeguard items entrusted to them.
- Report loss, damage, or equipment problems to the County Supervisor promptly.
- Support the collection and return of project materials and assets at the end of the assignment.

**Training and Team Support**

The Assistant County Supervisor will:

- Attend the assigned regional training and required refresher sessions.
- Assist the County Supervisor in conducting approved county-level refresher training for Field Officers.
- Provide practical support to Field Officers on facilitation, reporting, and use of approved data collection tools.
- Help orient approved replacement personnel using the project's training materials.

## Expected Deliverables

- Daily Field Officer check-ins and record reviews.
- Completed field supervision checklists.
- Updated county issue log.
- Verified activity and attendance records.
- Contributions to weekly county progress reports.
- Incident and safeguarding reports.
- Materials distribution and return records.
- Final handover of records and assigned assets.

## Qualifications and Experience

Applicants should possess:

- A diploma or degree in tourism, education, social sciences, community development, public administration, or a related field.
- At least two years of experience leading small teams or supporting field, community, education, tourism, or development activities.
- Good spoken and written English and the ability to communicate in at least one relevant local language.
- Basic report-writing, record-checking, and team coordination skills.
- Ability to use a smartphone for approved forms, photographs, and project communications.

Knowledge of the assigned county's communities, culture, and tourism resources, and experience working with schools, youth groups, community organizations, or tourism stakeholders are an advantage.

Applicants must come from and live in the county they apply for, and be available full time from their training course to February 26, 2027. Women, young people, and persons with disabilities are encouraged to apply.

## Technical Competencies

- Field coordination and supervision.
- Community mobilization and stakeholder engagement.
- Tourism education and awareness facilitation.
- Records management and reporting.
- Data verification and monitoring support.
- Materials and asset management.
- Smartphone-based reporting and communication.

## Core Competencies and Skills

- Leadership and teamwork.
- Effective communication skills.
- Planning and organization.
- Problem-solving ability.
- Attention to detail.
- Accountability and professionalism.
- Interpersonal and stakeholder engagement skills.
- Integrity and confidentiality.

## Reporting and Working Relationships

The Assistant County Supervisor will report directly to the County Supervisor and work closely with the assigned Field Officers.

Technical support and project oversight will be provided through the arrangements approved by LNTA. The final reporting structure will be stated in the engagement contract and implementation procedures.

## Performance Indicators

- Quality and timeliness of field supervision.
- Completeness and accuracy of field records.
- Timely reporting and issue resolution.
- Effective coordination of Field Officers.
- Compliance with project procedures and safeguarding standards.

- Accountability for project materials and assets. (Structured from existing deliverables and duties; no new responsibilities added.)

## Ethical and Professional Standards

The Assistant County Supervisor must:

- Uphold LNTA's code of conduct and use approved project messages and materials.
- Treat all participants, stakeholders, and colleagues with dignity and respect.
- Maintain political and religious neutrality while on duty.
- Never request or accept money, gifts, or favors for participation in project activities.
- Follow approved safeguarding procedures during all activities involving children and vulnerable persons.
- Report concerns immediately to the County Supervisor or directly to the designated safeguarding lead or LNTA where the concern involves a supervisor.
- Protect personal information and obtain consent before collecting information or taking photographs, in accordance with approved procedures.

## Training and Duration

The selected Assistant County Supervisor must attend the full three-day regional training before beginning field activities.

The schedule also proposes:

- A supervisors' refresher in Monrovia on January 4–5, 2027; and
- County refresher training for Field Officers on January 6–8, 2027.

Field activities are proposed to conclude on February 26, 2027, with equipment returned by March 5, 2027. The final dates are subject to LNTA approval and the contract.

## Terms and Conditions

The Assistant County Supervisor will be engaged directly by LNTA under a fixed-term project contract. The contract will specify:

- The approved monthly remuneration and payment arrangements.
- Assignment dates and reporting obligations.
- Approved transport, airtime, data, and training support.
- Attendance and performance requirements.
- Applicable procedures for absence, contract completion, and termination.

Singed: _____

Williette H. Sherman
Human Resources Director

Approved: _____

Princess Eva Cooper
Director General

Acknowledged: _____ Date: _____

Signature