

**REPUBLIC OF LIBERIA**  
**MINISTRY OF YOUTH AND SPORTS**

Monrovia, Liberia

**TERMS OF REFERENCE**

**County Youth Center Positions**

*Structural Reforms Following Ministerial County Tours 2026*

**April 2026**

## **1. BACKGROUND AND INTRODUCTION**

Following the completion of the Ministry of Youth and Sports' Nationwide Assessment and Engagement Mission conducted between March and April 2026, the Ministry has identified critical structural and human resource gaps across its network of county youth centers. These gaps have necessitated a targeted recruitment exercise to reform and strengthen the operational capacity of youth centers across the country in order to decentralize the ministry's activities.

This document sets out the Terms of Reference (ToR) for eight (8) distinct positions to be filled in all of the Ministry's Youth Centers across the country. Each ToR defines the purpose, duties and responsibilities, required qualifications, and key competencies for the respective role.

All positions are contract-based and are subject to applicable Government of Liberia HR policies, Civil Service Agency regulations, and MYS institutional guidelines.

## **2. GUIDING PRINCIPLES FOR ALL POSITIONS**

All persons recruited under this exercise shall be expected to:

- Uphold the values of the Ministry of Youth and Sports, including integrity, inclusivity, professionalism, and accountability.
- Respect the rights and dignity of all youth beneficiaries, with particular attention to gender equality and disability inclusion.
- Operate in accordance with the Government of Liberia's Code of Conduct and applicable laws and regulations.
- Participate in capacity building, training, and performance review processes as required by the Ministry.
- Maintain confidentiality of beneficiary information and institutional data at all times.



#### **4. TERMS OF REFERENCE: YOUTH COORDINATOR**

##### **A. Position Overview**

<b>Position Title</b>	Youth Coordinator
<b>Duty Station</b>	As provided in the vacancy table.
<b>Nature of Employment</b>	Contract
<b>Reporting To</b>	Director, Department of Youth Development, MYS
<b>Duration</b>	One (1) year contract, renewable based on performance
<b>Supervising Authority</b>	Ministry of Youth and Sports, Republic of Liberia

##### **B. Purpose of the Role**

The Youth Coordinator is responsible for facilitating and coordinating youth development activities, programs, and services at designated youth center. The role serves as a key entry point for young people accessing MYS services and supports the operationalization of flagship youth programs at the community level.

##### **C. Duties and Responsibilities**

- Coordinate and implement youth development activities, including skills training, civic education, leadership development, and recreational programs.
- Maintain an active register of youth participants and beneficiaries at the youth center.
- Organize and facilitate community outreach and youth activities.
- Collaborate with the Centre Manager to ensure smooth daily operations of the youth center.
- Coordinate and process accreditation for youth organizations in the county.
- Liaise with youth groups, schools, community leaders, and local NGOs to promote MYS programs.

- Collect and document programmatic data, success stories, and beneficiary feedback.
- Prepare and submit periodic activity reports to the Centre Manager and County Coordinator.
- Support the implementation of gender-sensitive and inclusive youth programming.
- Assist in organizing national youth events, campaigns, and commemorations at the county level.
- Maintain a professional and welcoming environment for all youth center users.

#### **D. Required Qualifications and Experience**

- Diploma or Bachelor's degree in Social Work, Community Development, Education, or a related field.
- Minimum of two (2) years of experience in youth programming, community mobilization, or related roles.
- Demonstrated commitment to youth development and community service.
- Good interpersonal, facilitation, and communication skills.
- Basic proficiency in computer applications and report writing.
- Knowledge of the local community and youth landscape is an advantage.

#### **E. Key Competencies**

- Youth engagement and facilitation
- Program Coordination
- Community mobilization and outreach
- Documentation and reporting
- Teamwork and collaboration
- Empathy and cultural sensitivity

## **5. TERMS OF REFERENCE: SPORTS DEVELOPMENT COORDINATOR**

### **A. Position Overview**

<b>Position Title</b>	Sports Development Coordinator
<b>Duty Station</b>	As provided in the vacancy table.
<b>Nature of Employment</b>	Contract
<b>Reporting To</b>	Director, Department of Sports through Youth Coordinator
<b>Duration</b>	One (1) year contract, renewable based on performance
<b>Supervising Authority</b>	Ministry of Youth and Sports, Republic of Liberia

### **B. Purpose of the Role**

The Sports Development Coordinator is responsible for the planning, coordination, and delivery of sports and physical activity programs at the youth center level. The role promotes sports as a tool for youth development, social cohesion, health promotion, and talent identification, in alignment with MYS's national sports development agenda.

### **C. Duties and Responsibilities**

- Develop and implement the youth center's sports programming calendar in coordination with the Center Manager.
- Organize and oversee sporting events, leagues, competitions, and training sessions for youth participants.
- Identify, recruit, and mentor talented young athletes for referral to county and national sports programs.
- Maintain and manage sports equipment, facilities, and inventory at the youth center.
- Liaise with local sports federations, schools, community groups, and athletes to promote participation.

- Facilitate sports-based life skills sessions, including teamwork, discipline, and leadership development.
- Collect and document data on sports participation, events, and outcomes.
- Prepare and submit periodic sports activity reports to the Centre Manager.
- Promote fair play, sportsmanship, and gender-inclusive participation in all activities.
- Support the County Coordinator in representing MYS at local sporting events and official meetings.

#### **D. Required Qualifications and Experience**

- Be a university student with related discipline in sports.
- Minimum of one (1) year of experience in sports coaching, administration, or development.
- Demonstrated knowledge of at least one organized sport discipline.
- Good organizational, interpersonal, and communication skills.
- Ability to work with diverse groups of young people, including girls and persons with disabilities.
- First Aid certification is an asset.

#### **E. Key Competencies**

- Sports programming and event management
- Coaching and athlete development
- Youth engagement through sports
- Facilities and equipment management
- Inclusive and gender-sensitive programming
- Reporting and documentation

## **6. TERMS OF REFERENCE: YOUTH AND SPORTS PROGRAMME OFFICER**

### **A. Position Overview**

<b>Position Title</b>	Youth and Sports Program Officer
<b>Duty Station</b>	As provided in the vacancy table.
<b>Nature of Employment</b>	Contract
<b>Reporting To</b>	Youth Coordinator
<b>Duration</b>	One (1) year contract, renewable based on performance
<b>Supervising Authority</b>	Ministry of Youth and Sports, Republic of Liberia

### **B. Purpose of the Role**

The Youth & Sports Program Officer provides operational support to the planning, implementation, monitoring, and reporting of youth and sports programs at the youth center level. The role bridges programmatic design and field delivery, ensuring that MYS flagship initiatives reach target beneficiaries effectively and efficiently.

### **C. Duties and Responsibilities**

- Support the implementation of MYS flagship programs, including the National Youth Cadet Program, Youth Small-Scale Grant Initiative, Digital Skills Training, and related interventions.
- Maintain up-to-date beneficiary records, attendance sheets, and program databases.
- Assist in the development of work plans, program schedules, and activity budgets.
- Coordinate logistics for training sessions, workshops, sporting events, and outreach activities.
- Collect, compile, and verify field-level program data for reporting purposes.



- Prepare draft activity reports, meeting minutes, and program updates for submission to the Centre Manager.
- Prepare and submit monthly, quarterly, and annual operational and program reports to the County Coordinator.
- Liaise with community stakeholders, partner organization, and youth groups to support program delivery.
- Assist in monitoring program progress and identifying challenges for management attention.
- Promote MYS programs through community engagement, information sharing, and mobilization.
- Perform any other duties as assigned by the Centre Manager or County Coordinator.

#### **D. Required Qualifications and Experience**

- Bachelor's degree in Social Sciences, Public Administration, or a related field.
- Minimum of two (2) years of experience in program coordination, monitoring, or youth development.
- Strong data collection, documentation, and report writing skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Good organizational and time management skills.
- Experience working with government institutions or development organizations is an advantage.

#### **E. Key Competencies**

- Program planning and coordination
- Data collection and management
- Report writing and documentation
- Stakeholder communication and liaison
- Problem-solving and adaptability

➤ Attention to detail

## **7. TERMS OF REFERENCE: CENTER MANAGER**

### **A. Position Overview**

<b>Position Title</b>	Center Manager
<b>Duty Station</b>	As provided in the vacancy table.
<b>Nature of Employment</b>	Contract
<b>Reporting To</b>	Youth Coordinator
<b>Duration</b>	One (1) year contract, renewable based on performance
<b>Supervising Authority</b>	Ministry of Youth and Sports, Republic of Liberia

### **B. Purpose of the Role**

The Center Manager is responsible to assist the Youth Coordinator in the administration and management of a designated MYS Youth Centre. The role ensures that the youth center functions as a well-managed, inclusive, and productive space for youth development activities, sporting engagement, and community service delivery.

### **C. Duties and Responsibilities**

- Serve as the Administrative Assistant to the Youth Coordinator.
- Assist the Youth Coordinator in providing the day-to-day administration and management of the youth center, including staff supervision and attendance monitoring.
- Manage the youth center's physical infrastructure, equipment, utilities, and supplies.
- Maintain accurate records of youth center activities, assets, personnel, and beneficiaries.
- Facilitate a safe, welcoming, and gender-inclusive environment for all youth center users.

#### **D. Required Qualifications and Experience**

- Bachelor's Degree in Public Administration, Management, Social Sciences, or a related field.
- Minimum of at least one (1) year of experience in facility management, program coordination, or youth development.
- Demonstrated leadership and team management skills.
- Strong organizational, communication, and interpersonal skills.
- Proficiency in Microsoft Office Suite.
- Experience in government or NGO project management is an advantage.

#### **E. Key Competencies**

- Leadership and staff management
- Operational planning and administration
- Program oversight and quality assurance
- Asset and facilities management
- Community engagement and partnership building
- Reporting and accountability

## **8. TERMS OF REFERENCE: SECURITY OFFICER (NIGHT)**

### **A. Position Overview**

<b>Position Title</b>	Security Officer (Night)
<b>Duty Station</b>	As provided in the vacancy table.
<b>Nature of Employment</b>	Contract
<b>Reporting To</b>	Youth Coordinator through the Center Manager
<b>Duration</b>	One (1) year contract, renewable based on performance
<b>Supervising Authority</b>	Ministry of Youth and Sports, Republic of Liberia

### **B. Purpose of the Role**

The Security Officer (Night) is responsible for the protection of MYS youth center premises, property, and assets during overnight hours. The role ensures a safe and secure environment and deters unauthorized access, vandalism, and theft.

### **C. Duties and Responsibilities**

- Guard and protect the youth center premises and all property throughout the assigned night shift.
- Control access to the facility during non-operational hours, allowing entry only to authorized personnel.
- Conduct regular patrols of the youth center grounds, buildings, and perimeter during the shift.
- Report any security incidents, breaches, suspicious activities, or emergencies to the Centre Manager.
- Maintain a nightly security log recording shift observations, incidents, and access movements.

- Ensure all gates, doors, and entry points are properly secured at the end of each day.
- Respond promptly and appropriately to emergency situations, alarms, or disturbances.
- Cooperate with law enforcement agencies in the event of a security incident.
- Safeguard all equipment, supplies, and assets within the youth center during the night.
- Adhere to MYS conduct standards and security protocols at all times.

#### **D. Required Qualifications and Experience**

- Completion of high school education.
- Minimum of one (1) year of experience in security, military, police, or a related field.
- Physical fitness and ability to perform regular patrols and overnight duties.
- Good observation, alertness, and situational awareness.
- Honest, reliable, and of demonstrated good character.
- Prior security training or certification is an asset.

#### **E. Key Competencies**

- Vigilance and alertness
- Physical fitness and endurance
- Integrity and reliability
- Incident reporting and documentation
- Emergency response
- Adherence to protocols and procedures

## **9. TERMS OF REFERENCE: MAINTENANCE MANAGER**

### **A. Position Overview**

<b>Position Title</b>	Maintenance Manager
<b>Duty Station</b>	As provided in the vacancy table.
<b>Nature of Employment</b>	Contract
<b>Reporting To</b>	Youth Coordinator through the Center Manager
<b>Duration</b>	One (1) year contract, renewable based on performance
<b>Supervising Authority</b>	Ministry of Youth and Sports, Republic of Liberia

### **B. Purpose of the Role**

The Maintenance Manager is responsible for the physical upkeep, functionality, and safety of MYS youth center facilities, equipment, and infrastructure. The role supports the delivery of an operational and welcoming youth center environment through proactive management of maintenance activities and facility repairs.

### **C. Duties and Responsibilities**

- Conduct routine inspection of youth center buildings, utilities, grounds, and equipment to identify maintenance needs.
- Execute minor repairs and maintenance works, including carpentry, plumbing, electrical, and general facility upkeep.
- Coordinate and supervise external contractors engaged for major repairs or maintenance works.
- Maintain an updated inventory of maintenance supplies, tools, and spare parts.
- Ensure that all youth center electrical, plumbing, and mechanical systems are functional and safe.

- Report significant infrastructure needs, structural defects, or safety hazards to the Centre Manager promptly.
- Develop and implement a preventive maintenance schedule for the youth center.
- Ensure the grounds, walkways, and outdoor spaces are clean, safe, and accessible.
- Support the setup and rearrangement of spaces for events and program activities.
- Maintain a maintenance log of all works carried out, materials used, and costs incurred.

#### **D. Required Qualifications and Experience**

- High school Diploma or vocational certificate in Civil Works, Electrical Engineering, Plumbing, Facilities Management, or a related trade.
- Minimum of one (1) year of hands-on experience in facility maintenance or a relevant trade.
- Demonstrated ability to perform basic electrical, plumbing, and carpentry works.
- Good problem-solving skills and ability to work with minimal supervision.
- Knowledge of occupational health and safety standards.
- Experience maintaining government or institutional facilities is an advantage.

#### **E. Key Competencies**

- Technical maintenance and repair skills
- Preventive maintenance planning
- Facilities and inventory management
- Safety compliance
- Problem-solving under resource constraints
- Attention to detail and reliability



## **10. TERMS OF REFERENCE: GENDER FOCAL PERSON**

### **A. Position Overview**

<b>Position Title</b>	Gender Focal Person
<b>Duty Station</b>	As provided in the vacancy table.
<b>Nature of Employment</b>	Contract
<b>Reporting To</b>	Youth Coordinator through the Youth and Sports Program Officer
<b>Duration</b>	One (1) year contract, renewable based on performance
<b>Supervising Authority</b>	Ministry of Youth and Sports, Republic of Liberia

### **B. Purpose of the Role**

The Gender Focal Person is responsible for mainstreaming gender equality and women's empowerment principles into all youth center programs and operations. The role ensures that MYS services are accessible, relevant, and responsive to the specific needs of girls, young women, and other marginalized gender groups.

### **C. Duties and Responsibilities**

- Serve as the primary gender resource person at the youth center, providing guidance on gender integration across all programs.
- Assess and monitor the gender-responsiveness of all youth center programs and activities.
- Develop and implement targeted initiatives to increase female participation in youth center programs and sports.
- Conduct gender awareness and sensitization sessions for staff, volunteers, and beneficiaries.
- Collect and disaggregate program data by sex and gender to track equity in service delivery.

- Identify barriers to female participation and recommend practical solutions to the Centre Manager.
- Provide psychosocial support referrals and connect young women and girls to relevant services.
- Liaise with women's groups, gender-focused NGOs, and county-level gender offices to strengthen program linkages.
- Prepare periodic gender reports and contribute to the youth center's overall program reporting.
- Ensure that all youth center spaces and activities are safe and free from harassment and discrimination.

#### **D. Required Qualifications and Experience**

- At least high school diploma and WAEC/WASSCE certificate.
- Minimum of one (1) year of experience in gender programming, women's empowerment, or social protection.
- Sound understanding of gender equality frameworks and the challenges facing young women in Liberia.
- Strong facilitation, communication, and interpersonal skills.
- Ability to handle sensitive matters with discretion and confidentiality.
- Experience working with government or development organizations on gender mainstreaming is an asset.

#### **E. Key Competencies**

- Gender analysis and mainstreaming
- Facilitation and sensitization
- Data disaggregation and reporting
- Community engagement and advocacy
- Referral and support services

- Cultural sensitivity and confidentiality

## **11. TERMS OF REFERENCE: INCLUSION COORDINATOR**

### **A. Position Overview**

<b>Position Title</b>	Inclusion Coordinator
<b>Duty Station</b>	As provided in the vacancy table.
<b>Nature of Employment</b>	Contract
<b>Reporting To</b>	Youth Coordinator through the Youth and Sports Program Officer
<b>Duration</b>	One (1) year contract, renewable based on performance
<b>Supervising Authority</b>	Ministry of Youth and Sports, Republic of Liberia

### **B. Purpose of the Role**

The Inclusion Coordinator is responsible for ensuring that MYS youth center programs and services are fully accessible and equitable for young people with disabilities, those from marginalized communities, and other vulnerable groups. The role champions disability inclusion and social equity as core principles of MYS service delivery.

### **C. Duties and Responsibilities**

- Conduct accessibility assessments of youth center facilities, programs, and communication materials.
- Develop and implement targeted outreach and inclusion strategies to engage youth with disabilities and marginalized groups.
- Liaise with disability organizations, special education institutions, and community groups to build inclusive program linkages.
- Sensitize youth center staff, volunteers, and program participants on disability rights, inclusion, and non-discrimination.
- Monitor program participation data to identify and address gaps in access for marginalized groups.

- Recommend and advocate for reasonable accommodations and physical accessibility improvements at the youth center.
- Provide case management support and referral services for youth with special needs.
- Prepare periodic inclusion reports and contribute to the youth center's overall program reporting.
- Support the Youth and Sports Program Officer in aligning youth center operations with the Liberia Persons with Disabilities Act and relevant international frameworks.
- Coordinate with the Gender Focal Person to address intersecting vulnerabilities among youth beneficiaries.

#### **D. Required Qualifications and Experience**

- At least high school diploma.
- Minimum of one (1) year of experience in disability inclusion, social protection, or community-based rehabilitation.
- Strong knowledge of disability rights frameworks and inclusive development principles.
- Good facilitation, communication, and community engagement skills.
- Lived experience of disability or close engagement with the disability community is an advantage.
- Ability to handle sensitive cases with empathy, discretion, and confidentiality.

#### **E. Key Competencies**

- Disability inclusion and accessibility
- Community outreach and mobilization
- Case management and referral
- Facilitation and sensitization
- Data monitoring and reporting
- Advocacy and rights-based approach



## **12. APPLICATION INFORMATION**

Interested and qualified Liberians are invited to submit applications for the positions listed above.

Applications shall be addressed to:

**The Human Resource Director**

**Ministry of Youth & Sports**

**SKD Sports Complex, Paynesville City**

Applications must include:

- A cover letter specifying the position applied for and preferred duty station
- An updated curriculum vitae (CV) with at least two (2) professional references
- Copies of relevant academic and professional certificates
- A copy of a valid national identification document or Voters ID

**APPLICATIONS SHOULD BE DROPPED AT COUNTY SUPERINTENDENT OFFICES, EXCEPT MONTSERRADO, WHERE LETTERS WILL BE DELIVERED AT THE RIGHT TO PLAY YOUTH CENTER ADJACENT SKD SPORTS COMPLEX.**

Only shortlisted candidates will be contacted. The Ministry of Youth and Sports is an equal opportunity institution. Women, persons with disabilities, and candidates from underrepresented counties are strongly encouraged to apply.