



SEND SIERRA LEONE JOB DESCRIPTION

Position: Project Manager- In Their Lifetime (Women’s Economic and Leadership Transformation {WELT}-Project)

Duty Station: Kailahun.

Supervisor: Country Director

Duration: 2 Years – March 2022-March 2024.

BACKGROUND

SEND is a non-governmental organisation dedicated to creating a Sierra Leone where there is respect for human rights, accountable governance, food and nutrition security, and equal opportunities for men and women to thrive. We liaise with communities, traditional authorities, government institutions and foreign partners to combine resources to develop innovative solutions to alleviate poverty and enhance quality self-reliance.

SEND Sierra Leone has adopted the global Sustainable Development Goals (SDGs) to guide national development planning and implementation. The pursuit of economic equality and social equity are mainstreamed in the SDGs. Our commitment to the government is to improve the delivery of social services, strengthen gender and social inclusion, and prioritise the education sector.

SEND Sierra Leone is an independent structure, a National NGO registered in Sierra Leone. Our portfolio includes community development, Improved Livelihood, Climate Sensitive, WaSH, Health, Nutrition/agriculture and women’s empowerment.

Intervention areas are in Kailahun, Kenema, Kono, Western Areas Urban and Rural communities, Bonthe, Kambia and Pujehun.

SEND workers must adhere to the values, principles and procedures outlined in the HR Policy and the Financial Operating Manual of SEND for Professional Conduct. These are Integrity, Service, and Accountability. By these values, SEND operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Code of Conduct and Complaint & Response Mechanism (CRM).

SEND workers should always ensure that all project activities are Gender Equality and Social Inclusion (GESI) in the office and field/communities.

SEND Sierra Leone will be working with Christian Aid- SL on the Women's Economic and Leadership Transformation (WELT) project in Twenty (20) Communities in Kailahun. The project seeks to strengthen and learn from two related women's economic empowerment models (Savings Unions (SUs) and Credit Unions (CUs) as aggregations of Savings schemes), through action learning, capacity building and broadening access to financial services in hard-to-reach rural communities, through an innovative approach that leverages existing mobile money technology.

PURPOSE OF THE JOB

The Project Manager is responsible for the overall management and implementation of the Women's Economic Empowerment and Leadership in Sierra Leone (WELL) project activities funded from the In Their Lifetime (ITL) funds in twenty (20) communities in Kailahun district, Eastern Sierra Leone. The post holder will be based in Kailahun town with frequent travel to project communities.

LINE MANAGEMENT & REPORTING RESPONSIBILITY

This is a matrix managed role. The Project Manager will report directly to the Country Director. S/he will also report technically (with dotted lines) to the Project Coordinator/Manager in Christian Aid Sierra Leone.

ROLES AND RESPONSIBILITIES OF THE PROJECT MANAGER

a) Programme Management and Delivery

1. Ensure that communities identified for project implementation meet the project's minimum requirements (have an existing savings and loan/credit and loans group, has Orange mobile connectivity, and is remote to Kailahun).
2. Work with the Project CASL Project Coordinator/Manager to link with collaborative partners such as Orange, Rokel and Njala University on different elements of project delivery.
3. If not already organised, amalgamate savings/credit and loan schemes into a Credits Union consisting of the 20 communities and groups to formally constitute the Credit Union which will serve as the umbrella organisation and point of contact for engagement, planning and coordination.
4. Ensure that the individual groups and credit unions have a bank account with Rokel Commercial Bank in Kailahun/Kenema to manage cash, especially using the Orange Money digital platforms.
5. Ensure groups and communities agree on points/locations suitable for the digital financial services points where financial services transactions can take place safely.
6. Monitor and support groups in their planning and activity implementation.
7. To lead the planning and implementation of all project activities in Kailahun District.

8. Develop and share monthly activity plans and updates for review/inputs by SEND and CA management.

b) Monitoring, Evaluation, Accountability and Learning

1. With the support of the CA Project Coordinator/Manager, finalise the MEL Plan for the project and implement the plan all through the project.
2. Hold learning and review sessions with groups and community stakeholders as stated in the project plan.
3. Hold quarterly learning events involving project participants and stakeholders.
4. Undertake outcome harvesting, using the excel-based tool, to ensure that project outputs and impact are captured and recorded on an ongoing basis.
5. Lead annual review/learning sessions to review impact, strategies and approaches for sustained programme impact.
6. Prepare and share monthly updates, quarterly reports with output/impact case studies and annual reports to the SEND Country Director for review and onward submission to Christian Aid Sierra Leone.

c) Communications, Networking and Coordination

1. Build relationships with collaborative partners (Orange and Njala University) and ensure effective project implementation and learning communication.
2. Ensure that crucial community and district stakeholders are involved in project planning and delivery at all stages and provide the required necessary for success.
3. Share information with key stakeholders as necessary to ensure that the project is fully engaging with all relevant stakeholders.
4. Attend/participate in relevant coordination meetings at district and community levels.
5. Seek opportunities for collaboration/partnerships to expand or scale critical, impactful interventions of the project based on results and learning.

d) Reporting

- 1) Produce timely and quality monthly updates with photos of activities implemented during the month.
- 2) Produce timely and quality quarterly reports with case studies (photos and short videos) to the Country Director for review and subsequent submission to Christian Aid Sierra Leone
- 3) Produce timely and quality annual reports to the Country Director for review and subsequent submission to Christian Aid Sierra Leone
- 4) Produce quality reports from review and learning sessions with clear recommendations or action points for improvement.

e) Safeguarding and Accountability

1. Undertake community accountability assessment (CAA) in all 20 communities and submit reports to CASL Project Coordinator/Manager
2. Ensure that communities are aware of safeguarding and report concerns on project implementation.

3. Ensure that complaints and feedback mechanisms are in place in all 20 communities and project participants know their rights and entitlements.
4. Ensure that project participant are protected against abuse and exploitation due to their due participation in the project.

Signed by Supervisor:

Name: Signature: Date.....

I have read and understood the details of the above Job description, the terms and conditions of my contract and the personnel Position for National Staff and agree to abide by them at all times. I fully understand that my failure to do so could terminate.

Employee Name:Signature: Date:

How to apply:

Interested candidates are requested to submit soft and or hard copies of application letters along with their CVs to recruitment@sendsierraleone.com (partner email). Please forward copies to JTom-Kargbo@christian-aid.org. The closing date for the application is 14th February 2022. Kindly note that ONLY shortlisted candidates will be contacted for an interview.