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SEND
SIERRA LEONE
Working to promote good governance and
equality of men and women in Sierra Leone



Job Title: Programme Intern

Job Location: Freetown

Reporting to: Programme Officer

Associates: Field Officers, Project officers, Finance Officers

Description

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 that will 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 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 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) sensitive in the office and out in the field, focusing on supporting Gender Equality & Social Accountability through a strengthened civil society in 14 wards in Western Area Rural, Kambia and Bombali districts.

Main objective.

SEND is looking for a qualified national from any of the Universities to help in implementing activities in the field and managing all project operations at the community level. Under the supervision of the Project Manager, the field Officer will be responsible for the project's day-to-day activities and supervise the networks' activities. The Field Officer will implement project activities in line with weekly work plans approved by the Project Manager, prepare project field activity reports and share them with the Project Manager on a timely basis. Facilitate training for project beneficiaries and stakeholders

SEND offers a competitive benefit for the candidate for the internship with the required experience and passion for the role. Female candidates are strongly encouraged to apply.

Mainstreaming gender, Safeguarding Programme Participants-Children & Adults: 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 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) sensitive in the office and out in the field.

Key Duties & Responsibilities**Job roles and responsibilities**

- The Programme Intern will implement project activities in line with weekly work plans approved by the Project Manager.
- Prepare project field activity reports and share them with the Project Manager on a timely basis.
- Facilitate training for project beneficiaries and stakeholders
- Monitor activities previously implemented, and document outcomes and lessons learned to be shared with the Project Manager
- Ensure gender and social inclusion are at the core of all activities planned and implemented.
- Ensure Safeguarding is mainstreamed, and related issues are addressed in line with SEND safeguarding policy.
- Serve as liaison between SEND and project communities regarding all issues and communications about the project.
- Participate in project management meetings organised by the Project Steering Committee to share updates about the project.
- Participate in monthly project management meetings with the team to discuss progress and lessons learned.
- Develop and submit monthly project activity reports in line with donor reporting guidelines
- Develop and implement quarterly project work plans on time and ensure compliance with SEND policies and donor compliance guidelines.
- Managing risks to ensure the sustainability of the organisation in the district through the project.
- Ensure compliance with SEND policies and donor regulations.
- And any other duty that may be assigned to you
- Ensure gender and social inclusion is at the core of all activities planned and implemented Based on M&E training guidelines, consistently and accurately use the

<p>Kobo collect tool to gather data, update the system during EVERY field work/visit, and capture the GPS before leaving the venue.</p> <ul style="list-style-type: none"> • Communicate to your supervisor about any challenges you face in the field • Adhere to SEND core values, principles, and policies • Any other task assigned by your supervisor. 	
Person Specification – Essential Requirements	
Qualification	<ul style="list-style-type: none"> • While we consider candidates with diplomas or degrees, some specific fields of study can make you more competitive (Microsoft literate)
Skills	<ul style="list-style-type: none"> • Knowledge of the value of flexibility. • Leadership and communication. • Ability to work well with others. • Great Communication Skills to effectively interact with colleagues and beneficiaries • Communication. • Problem-solving skills. • An ability to stick to strict deadlines.
Qualities	<ul style="list-style-type: none"> • Flexibility and ability to multi-task under pressure • Ability to work with team. • Self-Discipline. ... • Problem-Solving Skills. ... • Attention to Detail. ... • Great Communication Skills.... • A Willingness to learn and accept corrections. • Ability to remain calm in stressful situations. • A strong commitment and empathy with the ethos and work of SEND
Other	<ul style="list-style-type: none"> • Ability and willingness to travel to SEND operational offices. • Commitment to principles of safeguarding programme participants • Commitment to gender equality principles • Financial integrity and stewardship of project funds

Mode of Application:

Please send a motivation letter and CV with references Addressed to recruitment@sendsierraleone.com.

Kindly note that ONLY qualified shortlisted candidates will be contacted for an Interview.

Closing date: 25th October 2023