



**Program:** Governance

**Project:** EU

**Job Title:** Project Manager

**Job Location:** Freetown

**Reporting to:** Country Director

**Associates:** Project Managers, Finance Officers, Communication, and M&E of SEND

## 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.

### PROJECT BACKGROUND

Trócaire Sierra Leone has been recently awarded a 28-month EU contract for a project titled 'Supporting Gender Equality & Social Accountability through a Strengthened Civil Society'. The project directly contributes to the European Union's (EU) overall objective to strengthen local Civil Society Organisations (CSOs) engagement as actors of good governance and development in Sierra Leone and is aligned with the specific objectives to strengthen the capacity of local CSOs to engage in advocacy, monitoring and policy dialogue at the national and district level; uphold and promote an enabling environment in Sierra Leone; and engage in gender equality and youth inclusion. The project is designed to be implemented in a consortium with Trócaire, SEND, Association for Wellbeing of Communities & Development (ABC-D) and Women's Forum for Human Rights and Democracy Sierra Leone (WOFHRAD) in 14 wards in Western Area Rural, Kambia and Bombali districts. SEND Sierra Leone will be responsible for implementing the project in

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3 wards in Western Area Rural district focusing on women’s participation in governance and civil society strengthening.

**Project Manager**

The project Manager will be responsible for the overall management and leadership of the project and the development of strategies and collaboration with project staff, and the Country Director. S/he supervises the Project Officer attached to the project and works in collaboration with cross functional team for the overall management of the project.

SEND offers a competitive package of salary and benefits for the candidate with the required experience and passion for the role. Female candidates are strongly encouraged to apply.

**Mainstreaming gender,  
Safeguarding Programme  
Participants-Children &  
Adults**

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**Key Duties & Responsibilities**

### **Project Coordination and Management**

- Represent SEND in the Western Area Rural district and at the national level for all activities
- Coordinate all SEND Project activities in the Western Area Rural
- Manage all staff in the districts and ensure performance appraisals are conducted timely and feedback provided.
- Ensure team meetings are conducted, recorded and shared with management
- Hold monthly Project management meetings to discuss progress and lessons learned
- Write monthly Project reports in line with donor reporting guidelines and share them with management
- 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
- In collaboration with Trócaire Finance Team, ensure effective project budget management and update the Country Director.
- Take full responsibility for the control of all assets in the project and ensure effective monitoring of their use by staff or persons responsible
- Enhance deeper coordination with the Senior Leadership of SEND

### **Monitoring, Evaluation, Documentation and Learning**

- Maintain oversight of timely and reliable data collection for project indicators
- Organise monthly project Implementation Committee meetings with relevant stakeholders.

- Organise monthly/weekly project team meetings to review plans and review project activities.
- Participate in Project Steering Committee meetings and share project updates accordingly.
- In collaboration with SEND M&E team, maintain updated project records.
- Work closely with Trócaire's M&E Advisor and the M&E team of SEND to develop and implement an M&E plan for the project, ensure its application in a consistent way and ensure that learning from M&E informs the project.
- Manage Project documentation to ensure organisational compliance.
- Work closely with Trócaire and SEND to ensure that programming approaches are in line with best practices, are well defined, documented and consistently applied.

### **Communication and stakeholder engagement**

- Guard the visibility and vision of SEND in the project districts
- Managing stakeholder communication and ensuring the Project in the district is well communicated.
- Support, facilitate or undertake communication and liaison activities, ensuring the active consultation and involvement of programme participants, local stakeholders, and partners in all stages of project implementation.
- Accompany visitors to project sites and carry out promotional or media work as required.
- Provide regular project updates to SEND country team Other:
- Undertake any other tasks related to the project and overall SEND work in the project locations.

<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Graduate university degree in the Development of a related field of study.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years of demonstrable experience in the management of development projects with NGO/INGOs</li> <li>• Sound experience in budgetary and financial management.</li> <li>• Experience in organising and facilitating meetings, workshops and training activities, particularly with women’s groups, and CSO at the district level.</li> <li>• Experience developing training modules, tools, and/or other related resources</li> <li>• Experience in communications and use of social media in organisational development</li> <li>• Managing European Union donor grants is an added advantage</li> <li>• Programming experience in women’s empowerment</li> <li>• Programming experience in governance systems strengthening and social accountability mechanisms</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal and relationship management skills.</li> <li>• Highly organised, with excellent planning and problem-solving skills.</li> <li>• Strong communications and facilitation skills.</li> <li>• Excellent report writing and documentation skills.</li> <li>• Monitoring and evaluation skills</li> <li>• Competent in Microsoft packages (Word, Excel, PowerPoint)</li> <li>• Fluency (written and spoken) in English</li> <li>• Proficient in Krio and the Temne languages</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Flexibility and ability to multi-task under pressure</li> <li>• Ability to work independently with minimal supervision.</li> <li>• A strong commitment and empathy with the ethos and work of SEND</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to travel within project locations.</li> <li>• Commitment to principles of safeguarding programme participants</li> <li>• Commitment to gender equality principles</li> <li>• Financial integrity and stewardship of project funds</li> </ul>

**Mode of Application:**

All applications must be forwarded to [recruitment@sendsierraleone.com](mailto:recruitment@sendsierraleone.com).

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

**Closing date: 10th February, 2023**