



Program: Governance
Project: EU
Job Title: Project Officer
Job Location: WARD
Reporting to: Project Manager
Associates: Project Officers, Accountants, 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 3 wards in Western Area Rural district focusing on women's participation in governance and civil society strengthening.

Project Officer

The Project Officer is responsible for implementing activities in the field and managing all project operations at the community level. Under the supervision of the Project Manager, the Project Officer will be responsible for the project's day-to-day activities and supervise the networks' activities.

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

SEND - LIBERIA

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Mainstreaming gender, Safeguarding Programme Participants-Children & Adults	<p>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.</p>
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Key Duties & Responsibilities
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<p>Project Coordination and Management</p> <ul style="list-style-type: none"> • The Project 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 • 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. <p>Monitoring, Evaluation, Documentation and Learning</p> <ul style="list-style-type: none"> • Collect Project data in a timely and reliable manner for project indicators in line with the project log frame. • Participate in monthly/weekly project team meetings to review plans and review project activities. • Participate in Project Steering Committee meetings and share project updates accordingly. <p>Communication and stakeholder engagement</p> <ul style="list-style-type: none"> • Guard the visibility and vision of SEND in the project districts • Manage project stakeholder communication and ensure the project is well communicated in the district. • Support, facilitate or undertake communication and liaison on activities, ensuring the active consultation and involvement of programme participants, local stakeholders, and partners in all stages of project implementation. • Receive visitors at project sites and carry out promotional or media work as required. • Provide regular project updates to SEND country team through the Project Manager. Other: • Undertake any other tasks related to the project and overall SEND work in the project locations.
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Person Specification – Essential Requirements
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Qualification	<ul style="list-style-type: none"> • Graduate university degree or diploma in Development work or a related field of study.
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Experience	<ul style="list-style-type: none"> • At least 3 years of demonstrable experience in the implementing development projects with CSOs. • Sound experience in developing project budget, concept note and report writing. • Experience in organising and facilitating meetings, workshops and training activities, particularly with women's groups, and CSO at the district level. • Experience in communications and use of social media in organisational development • Implementing European Union project activities is an added advantage • Programming experience in women's empowerment
	<ul style="list-style-type: none"> • Programming experience in governance systems strengthening and social accountability mechanisms
Skills	<ul style="list-style-type: none"> • Excellent interpersonal and relationship management skills. • Highly organised, with excellent planning and problem-solving skills. • Strong communications and facilitation skills. • Excellent report writing and documentation skills. • Monitoring and evaluation skills • Competent in Microsoft packages (Word, Excel, powerpoint) • Fluency (written and spoken) in English • Proficient in Krio and the Temne language
Qualities	<ul style="list-style-type: none"> • Flexibility and ability to multi-task under pressure • Ability to work independently with minimal supervision. • A strong commitment and empathy with the ethos and work of SEND
Other	<ul style="list-style-type: none"> • Ability and willingness to travel and stay within project locations. • Commitment to principles of safeguarding programme participants • Commitment to gender equality principles • Financial integrity and stewardship of project funds

Mode of Application:

All applications must be forwarded to recruitment@sendsierraleone.com.

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

Closing date: 10th February, 2023