



## VACANCY ANNOUNCEMENT

### 1.0 Organizational Background

Established in February 1988, the Network Movement for Justice and Development (NMJD) is a national civil society human rights and development Organization with the objective of working towards building a just and self-reliant Sierra Leone, where the marginalized and exploited are empowered and equipped with the necessary knowledge, skills and tools to take control of their own lives. The inspiration to establish the organization was borne out of the founders' collective commitment to the preferential 'option for the poor' orientation and the 'See, Judge, Act' methodology of 'Training for Transformation.' NMJD focuses on empowering the people and communities to build a free, just, and democratic society where there is respect for human rights, equality, and sustainable development for the benefit of all. Aside the Freetown Office, NMJD has offices with projects, programmes and staff in Makeni, Kamakwie, Bo, Kenema and Kono.

NMJD is seeking to recruit a qualified and experienced person to fill the position of **Project Officer**.

### 1.0 Vacancy Description

<b>1.0 Job Title:</b>	Project Officer
<b>Location:</b>	Kamakwie/Makeni, Northern Sierra Leone
<b>Reports to:</b>	Programme Co-ordinator, Makeni
<b>Project Title</b>	Women in Alliance for Leadership and Development
<b>Duration:</b>	One year subject to renewal based on performance and availability of funds
<b>Core Responsibility:</b>	To support the Project coordinator and ensure the effective and efficient implementation of the project activities.

## **1.2 Job Purpose and Summary**

The holder of the position will form part of the NMJD team in Makeni and Kamakwie who will implement the Trocaire-supported project titled: "Women in Alliance for Leadership and Development" in Karene District. The Project Officer will perform the following tasks/duties:

1. Engage the community women and girls by mobilizing and helping them connect with each other to work towards self-empowerment and building strong community organizational governance:
2. Provide education on equitable community development by helping community stakeholders to understand the process, players and strategies/best practices for community-driven empowerment and development: and
3. Coordinate actions by taking steps to energise community men and women, codify, implement, disseminate and/or enforce community best practices.

## **1.3 Main Responsibilities:**

1. Take overall responsibility of the project work in the assigned communities, including utilization and adherence to the project budget, activity planning, and timely delivery of expected project results.
2. Manage, motivate and oversee the work of Community/Field Animators/Staff and community Volunteers in the operational areas.
3. Coordinate project implementation with relevant ministries, departments and agencies' representatives present in the operational areas. This includes making sure that regular communications and meetings with these institutions are responded or attended to.
4. Conduct trainings for local volunteers on such themes as how to do one-on-one visits, listening process, research, conduct an effective meeting and community problems solving through dialogue and negotiations how to, etc.
5. Mobilize and organize men, women and other stakeholders in the project operational chiefdoms and communities for the execution of the project activities.
6. Support the mobilization of the various stakeholders to participate in meetings, awareness raising, advocacy, campaigns and development-related activities.
7. Support Community/Field Animators/Staff outreach activities in the project communities or operational areas.
8. Build advocacy platforms and organize campaigns to influence policies and laws on women and girl's empowerment at chiefdom and District levels and assist in scaling up issues to national level.

9. Initiate dialogue with key stakeholders at the Community, Chiefdom and District levels to provide regular updates on the project and ensure acceptance and community support for the project.
10. Represent the project and the organisation in meetings organized by project partner organizations, ministries, departments and agencies and local authorities in the operational areas or district.
11. Collect and analyse data and produce comprehensive monthly, quarterly, half yearly and yearly progress reports of activities implemented as the case may be.
12. Sites visits/movement within the Karene district for two weeks every month to interface with community stakeholders and do monitoring.
13. Facilitate coordination between NMJD, CSOs and MDAs in Karene district.

#### **1.4 Person's Specification**

The Project Officer should possess the following **qualifications and experience**:

- Bachelor's degree in development work and social sciences with focus on gender integration and empowerment and social development.
- Minimum of 3 years of work experience in development programming, project support, community animation and project cycle management.
- Experience in participatory action planning and community engagement.
- Experience in monitoring projects and collecting, analysing and interpreting data. □
- Experience in writing quality concept notes, project proposals and budgets.

#### **1.5 Personal Skills**

- Observation, active listening, and analysis skills with the ability to make sound judgment.
- Good relationship management skills and the ability to work closely with local partners and community members
- Strong communication and facilitation skills.
- Good report writing and documentation skills.
- Competent in Microsoft Packages such as Word, Excel, PowerPoint, etc.
- Attention to detail, accuracy, and timeliness in executing assigned responsibilities.
- Proactive, results-oriented and service-oriented
- Ability to carry out tasks with minimal or no supervision.
- Fluency in the English Language (both written and verbal) and the languages spoken in Karene and Bombali districts.

- Commitment to the organization's core values.

### 6.1 How to Apply

Interested and qualified persons should submit their updated CVs with a cover letter, scanned certificates, and names of three referees addressed to the Director of Admin and Finance on: [nmjdsl@nmjdsl.org](mailto:nmjdsl@nmjdsl.org) and/or to the following addresses:

FREETOWN	MAKENI	BO	KENEMA	KONO
10 Nylender Street, Off Cape Road Aberdeen Freetown	8 Sillah Street Makeni	9 Jangah Street, Bo	217 Wahma Abu Road, Cow Yard Kenema	2 Suku Tamba Street Koidu

### Closing Date

The **closing date** for the receipts of all applications is **Monday 21<sup>st</sup> August 2023**. Only shortlisted applicants will be contacted. Applicants should clearly mark the position they apply for on the top right-hand corner of the envelope.