



## 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 to work towards building a just and self-reliant Sierra Leone, where the marginalized and exploited are equipped with the necessary knowledge, skills and tools and empowered 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, Karene, Bo, Kenema and Kono.

NMJD is seeking to recruit qualified and experienced persons to fill the following vacancies:

No	Vacancy	No of Persons	Location
1	Facilitators	2	Kono
2	Finance Officer	1	Kono

## 2.0 Vacancy Descriptions

<b>Job Title:</b>	Facilitators
<b>Location:</b>	Kono
<b>Report to:</b>	District Manager
<b>Duration:</b>	One year, subject to renewal based on performance and dedication to duty.
<b>Overarching Responsibility:</b>	To implement a community-driven development project that aims to promote the economic independence and resilience of mining-affected women in Tankoro Chiefdom, Kono District.

### Job Purpose and Summary

The project is specifically designed to promote vulnerable and marginalised women affected by the operations of large-scale mining companies by: providing them with a loan that is interest-free. Strategically, it seeks to:

1. Building synergies among marginalized and vulnerable women in the targeted communities.
2. Strengthening the capacity of the women through training on various business techniques and skills.
3. Raising women's awareness on the importance of involving them in decision- making on issues that positively impact their lives and livelihood.

### Key Responsibilities:

The successful candidates shall perform the following responsibilities:

- Facilitate weekly activities of the women's FCAP meetings in the community using the agreed-on methodology for both the second and third batches of women.
- Pay microloans on behalf of Advocates for Community Alternatives (ACA) to the third batch of women and keep records of the repayments.
- Maintain program quality by following the agreed-on methodology and maintaining benchmark levels of attendance and participation.
- Identify 50 new MAPO/Stone mining-women for the Cohort 4 of the livelihood project.
- Collect baseline data and undertake community building activities with the Fourth cohort. of the beneficiaries by October 2026
- Complete the registration forms for all women as designed by ACA.
- Facilitate sessions on the theme: Understanding women /engaging the men (for the Third Batch of women.

- Communicate on a weekly basis with the ACA to troubleshoot the activities of the women's review and improve data collection and transmission practices for the Third Cohort with assistance from the ACA.
- Collect weekly data during (and, as necessary, between) meetings and record it using the approved data collection systems.
- Discuss FCAP weekly meetings with ACA.
- Do proper documentation through taking field photos and videos on ongoing activities and share on the organization's websites and other social media platforms.
- Collaborate with the ACA communication staff to write stories of change and share on the websites and other communication platforms.
- Participate in additional communication activities that may require NMJD's presence and contributions.

### **Person Specification**

Applicants should possess the following qualifications and experience:

#### **Qualifications and Experience:**

- Holds a Bachelor's degree in social work or its equivalent from a recognized institution
- Holds a minimum of a Teacher's Certificate from a recognised institution
- Proven experience working with women, particularly in managing community savings and loan associations.

#### **Personal Skills Required**

- Applicants shall have the ability to facilitate, mentor, and communicate in a language that the women can clearly understand.
- He/she shall be able to collect data on project key activities, such as daily attendance, and percentage of women who have their own businesses.
- He/she shall be able to take field photos and video on ongoing activities, and maintain programme quality by following the agreed –on methodology.

<b>Position</b>	Finance Officer
<b>Location:</b>	Kono
<b>Report to:</b>	The Director of Finance and Admin through the District Manager, Kono.
Overarching Responsibility	To ensure timely, proper and efficient management of the finances of the organization, including preparation of financial transactions. projects' financial budgets and reports with relevant documentation.
Duration	One-year, subject to renewal based on performance.

### **Job Purpose and Summary**

The Finance Officer will be deployed in the Kono Area Office and will work directly with the project officers to ensure full compliance with the organization's financial policies, as well as those of the donor partners in terms of budget preparation, procurements, payments, receipts, and other documentation and timely reporting.

### **Main Responsibilities**

The Finance Officer shall perform the following tasks and responsibilities:

#### **a. Financing/Documentation:**

- He/she prepares payment vouchers and cheques
- He/she posts all financial transactions on a daily basis to the organisation's QuickBooks Accounting Software.
- He/she prepares monthly, quarterly, half-yearly and annual financial reports for each project.
- He/she prepares monthly payrolls.
- He/she develops and maintains updated fixed assets registers.
- He/she maintains proper filing systems with up-to-date financial records of transactions.
- He/she maintains a cash book and prepares monthly bank reconciliation statements for all the projects assigned to his/her district of deployment, in relation to their respective accounts.
- He/she prepares monthly timesheet for staff.
- He/she ensures full compliance with all statutory financial requirements.

**b. Accounts payables:**

- He/she ensures timely preparation of statutory deductions and onward payments to the NRA's designated accounts.
- He/she deducts all withholding taxes as stipulated by law and makes payment of same.
- He/she maintains a schedule of recurrent expenditures for the Kono Office i.e. utilities such as Electricity Bills, Water Bills, Internet Bills, and Security services to ensure that they are all paid as accrued on a timely basis.
- He/she receives all financial documents from programme staff after they have implemented project activities.
- He/she reviews and registers the completeness of documents received from programme staff and reports to the Director of Finance and Admin/Programme Director/District Manager.

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**c. Coordination:**

- He/she works closely with the Director of Finance and Admin, Finance and Admin Officer, District Manager and Project Officers in developing projects proposals, budgets and financial reports.

**d. Administration and Reporting:**

- He/she handles all other financial transactions as and when assigned by the Director of Finance and Admin/District Manager.
- He/she is responsible to ensure judicious financial management in the district/regional office.
- He/she ensures the judicious utilization and timely liquidation of the area office petty cash.

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**Persons Specification**

Applicants should possess the following qualifications and experience:

- Holds a Bachelor's degree in Finance and Accounting or its equivalent from a recognized institution.
- Holds a Higher National Diploma in Accounting and Finance.
- Ability to use the QuickBooks Accounting Software.
- Skills in resource mobilization and report writing could be an added advantage.
- At least three years' experience in accounting/financial management: payroll, purchase ledger, cash/bank reconciliations.
- Competencies in the use of computer Software Packages, especially in excel and Spread Sheet.
- Cultural awareness and ability to work in rural communities and with people from diverse backgrounds and cultures.
- Ability and willingness to work in teams and to adapt to prevailing circumstances/environments (Flexibility).
- Fluency in English (both verbal and written) and knowledge of local languages could be an added advantage.

### 3. 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 Finance and Admin** at: [nmjd@nmjdsi.org](mailto:nmjd@nmjdsi.org), **copy the District Manager** at: [joseph.ansumana@nmjdsi.org](mailto:joseph.ansumana@nmjdsi.org) and/or to the following addresses:

<b>FREETOWN</b>	<b>MAKENI</b>	<b>BO</b>	<b>KONO</b>	<b>KENEMA</b>	<b>Karene</b>
10 Nylender Street, off Cape Road, Aberdeen	3 Kandeh Munu Street, Back of MCA Field	9 Jangah Street Off Shellmingo	2 Suku Tamba Street, Koidu Town	117 Bo-Kenema Highway, Cow Yard Section	68 Looking Town, Off Karene District Council, Kamakwie 2

**Closing Date:** The closing date for the receipt of all applications is **Wednesday, 22<sup>nd</sup> April 2026 at 3:30 pm. Only shortlisted applicants will be contacted.** Applicants should clearly indicate the position they are applying for on the top right-hand corner of the envelope.

**NMJD is an equal opportunity employer. Women and persons with disability are strongly encouraged to apply.**