



JOB ADVERTISEMENT INTERNAL/EXTERNAL

Concern Worldwide is a nongovernmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries. In Sierra Leone Concern Worldwide programmes focus on health, education and livelihood improvements in the framework of addressing challenges in relation to lack of (or low return on) assets, inequality and risk and vulnerability. Concern Worldwide has been operational in Sierra Leone since 1996. Programme implementation is based in three areas, namely Tonkolili District, Port Loko District and peri-urban areas in Freetown and the surrounding the Western Area

On this note, Concern would like to invite well experienced and professional applicants for the under mentioned position:

JOB TITLE:	Bike Mechanic
REPORTS TO:	Senior Transport Officer
LIAISES WITH:	Area Coordinator and Programme Staff's in Tonkolili/Port Loko
JOB LOCATION:	Tonkolili, Port Loko and surrounding Concern Operational areas.
CONTRACT DETAILS:	Fixed Term
ANNUAL BASIC SALARY RANGE BETWEEN:	SLL 10,332,000.00 to SLL 14,705,657.65

JOB PURPOSE:

The motorbike mechanic will be responsible for the servicing, repairs and maintenance of all Concern World Wide motor bikes in the Magburaka and Port loko field Office.

- ☞ Promote accountability and ensure compliance with Concern's Code of Conduct and Associated Policies (Programme Participants Protection Policy, Child Safeguarding Policy, Anti-trafficking Policy), Anti-Fraud Policy and Core Humanitarian Standard (CHS), including the complaint and response mechanism (CRM), to ensure maximum protection of programme participants and the efficient and transparent use of Concern's resources.
- ☞ Promote Equality, especially gender, within the organization and across programmes, in line with Concern's Equality Policy and, and ensures targeting and project implementation is informed by *How Concern Understands Extreme Poverty* (HCUEP).
- ☞ Promote and protect the reputation of Concern in external settings, ensuring that the organisation's experience and expertise is well communicated and consistently presented, and that we are looked upon as a professional organization, guided by organizational policies and Concern's Code of Conduct

MAIN DUTIES & RESPONSIBILITIES:

- ☞ To promote accountability and ensure compliance with the requirements of Concern's Programme Participants Protection Policy, Anti-Fraud Policy and Humanitarian Accountability Partnership (HAP) standards including the complaint and response mechanism (CRM) to ensure maximum protection of programme participants and the efficient and transparent use of Concern's resources.
- ☞ To promote and protect the reputation of Concern in external settings, ensuring that the organisation's experience and expertise is well communicated and consistently presented and that we are looked to as a professional organisation, guided by organisational policies and Concern's Code of Conduct.
- ☞ Perform preventive maintenance, servicing, inspection and repairs of Concern World Wide motor cycles in the field office at Magburaka and Port Loko.
- ☞ Ensure that all scheduled maintenance of Concern motor cycles is effected in a timely, efficient and through manner and that all repairs works are properly identified and effectively carried out.
- ☞ Ensure proper recording of all works carried out, including the consumption of spare parts, lubricants and other items used in the repair of the motor cycles.
- ☞ Prepare motor cycle repairs and maintenance reports at the end of each month for submission to the Senior Transport officer.
- ☞ Advice the Senior Transport officer on spare parts needed and tools requirement.
- ☞ Be accountable for the safekeeping, repair and maintenance of tools and equipment.

- ☞ Support and assist in emergency repairs on vehicles broken down in the field as deemed necessary by the Senior Transport officer.
- ☞ Assist in the recruitment process by testing new motor bike riders.
- ☞ Ensure that all motor bikes are in a road worthy condition.
- ☞ Any other duties as maybe deemed necessary and/or assigned by the Senior Transport Officer.

EMERGENCY RESPONSE

Concern is committed to responding to emergencies efficiently and effectively in order to help affected people meet their basic needs, alleviate suffering and maintain their dignity. To this end, when emergencies strike and Sierra Leone Programme is to respond, all staff are required to actively participate in the response, regardless of location and contribute to the efforts aimed at achieving the humanitarian objective of the organization

PERSON SPECIFICATION: ESSENTIAL

- The person must be able to read and write in English
- A certificate in Motor Mechanic in an recognised Institution

DESIRABLE

- A minimum of (3-5) years experinece in motorbike mechanics with an international NGO or a reputable recognized institution.
- Must be a holder of a current Sierra Leone driving licence
- Must have very good riding motorbike riding skills
- Basic computer skills particularly in excel and word is an added advantage
- Basic experience in routine maintenance of vehicle which is required to support the vehicle mechanic in his/her absence

SAFEGUARDING AT CONCERN - CODE OF CONDUCT AND ITS ASSOCIATED POLICIES

*Concern has an organizational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organization, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organization to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission.** Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment.** By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking.***

HOW TO APPLY

Interested candidates should apply with:

- An application letter clearly justifying how you meet the selection criteria.
- Recent Curriculum Vitae including names and full contact addresses of three (3) referees, one of whom must be their current or most recent employer. Candidates must state the position of each referee and his/her relationship to the candidate.
- A copy of a valid labour card must be attached to ALL applications (written or electronic)
- **Police Clearance will be required from the successful candidate**

Applications should be either sent through email or by hard copy to the following addresses.

You can send through email to info.sl@concern.net OR deliver in Hard copy to the below locations

The HR Department, Concern Worldwide, 20 Old Railway Line - Signal Hill, Freetown

The HR Department, Concern Worldwide, 2B Shamel Street, Magburaka, Tonkolili.

2 New London Avenue, Off Sheriff Street, Port Loko by Advocacy Radio – Port Loko

Please mark your application as per the references stated in each position above
(by email please put the reference in the SUBJECT heading).

Closing date for receipt of applications for the above vacancy is on the 1st April, 2020

This recruitment process is subject to donor approval and funding.

Therefore Concern reserves the right to cancel the process based on this reason.

Only short listed candidates will be contacted.

PLEASE NOTE THAT A COPY OF THE APPLICATION LETTER (written or typed) MUST BE SENT TO THE NGO DESK OFFICER, MINISTRY OF LABOUR, NEW ENGLAND OR EMAILED TO Email: abubakarsilliah1@gmail.com

***PLEASE NOTE: "WOMEN ARE STRONGLY ENCOURAGED TO APPLY"**