



VACANCY ANNOUNCEMENT

INTERNAL / EXTERNAL

General Description of GOAL's Work in Sierra Leone

GOAL has been present in Sierra Leone since 1999, with an overall aim to contribute to poverty and vulnerability reduction through the implementation of integrated, multi-sectoral interventions, with a primary focus on improving Reproductive, Maternal, Neonatal, Child and Adolescent health (RMNCAH) specifically addressing teenage pregnancy. GOAL is also improving rural water supply, urban WASH focusing on faecal sludge management and promoting social inclusion, empowerment, and the promotion of decent work through systems-based programme approaches and community led social and behavioral change. GOAL currently operates in Western Area Urban (Freetown), Kambia, Bombali, Koinadugu, Moyamba and Kenema Districts, with funding from Irish Aid, Charity Water and DFID, and now the Community foundation Ireland for its new blue economy program that is focused on food security and livelihood improvement.

General Description of the Programme

The Resilience of the Blue Economy: Livelihood Enhancement and Natural Resource Restoration for Coastal Communities of Western rural and Urban programme/project seeks to enhance food security and climate resilience of coastal communities in Sierra Leone through the development of a sustainable small-scale fisheries sector and the conservation of mangroves, as a critical ecosystem and climate-change asset. This program is housed in the blue economy department of GOAL Sierra Leone program and will last for three years. The project targets the Western Area Urban and rural of Sierra Leone, the project has four principal yet interlinked activities which will address the overall aim of limiting the impact of climate change on food security and biodiversity damage, while building community resilience to climate change. The project is designed to be community led, taking a gender-sensitive and youth-centred approach, ensuring that gaps, needs, barriers, and opportunities are identified for women, youth, and vulnerable communities through their direct participation in the project's activities. This approach builds on the existing capacities, knowledge, and resources, drawing on local and indigenous knowledge wherever possible. To achieve this aim, the project has been designed to improve the food security for communities dependent on small-scale fisheries, whilst also protecting and restoring the mangrove ecosystem.

Overview of the role

The general role of the program assistant is to supporting program management, providing technical assistance, and ensuring the smooth implementation of project activities.

On this on this note, GOAL Sierra Leone Country Programme would like to invite well experienced and professional applicants for the under mentioned position:

JOB TITLE:	Project Assistant (1)
COUNTRY:	Sierra Leone
LOCATION:	Freetown
CONTRACT DURATION:	12 months (with possibility of contract extension)
START DATE:	1st January, 2024
REPORTS TO:	Blue Economy Program Manager
RESPONSIBLE FOR:	Resilience of the Blue Economy: Livelihood Enhancement and Natural Resource Restoration for Coastal Communities of Western Rural and Urban
DATE OF GRADING:	21st /12 / 2023

Main responsibilities

1. Program Management:

- Collaborate with project manager and other officers to develop and implement project plans, ensuring alignment with organizational goals and objectives.
- Assist in the preparation of project activity budgets, monitoring expenditures, and ensuring compliance with financial guidelines.
- Maintain comprehensive project documentation, including meeting minutes, progress reports, and other relevant records.
- Coordinate and facilitate communication among project team members, stakeholders, and community partners.

2. Technical Assistance:

- Support the implementation of activities related to the resilience of the blue economy, with a focus on livelihood enhancement and natural resource restoration.
- Provide technical assistance to project teams and community partners, ensuring the proper understanding and execution of project objectives.
- Collaborate with technical experts to integrate best practices and innovative solutions into project activities.
- Contribute to the development of training materials and resources for community capacity building.

3. Stakeholder Engagement:

- Foster positive relationships with community leaders, local authorities, NGOs, and other relevant stakeholders.
- Organize and participate in community meetings, workshops, and outreach events to promote project objectives and gather valuable insights.
- Act as a liaison between the project team and external partners, ensuring effective communication and collaboration.

5. Relationship Management

- Build good working relationships with other health stakeholders in the district including other NGOs, MFMR, Research institutions, other line ministries, CBOs and donors; and be ready to represent GOAL at relevant district meetings and blue economy forum as required or referred.

6. Strategy development

- Participate in developing plans, programme designs, proposals, and budgets for projects and project extensions in conjunction with the relevant team.

7. Monitoring and Evaluation

- With relevant staff, support to develop and implement mechanisms for the collection of key data for programme monitoring and evaluation.
- Assist to check data collected and ensured that data is utilised to direct programme activities.
- Assist in the development and implementation of monitoring and evaluation frameworks to track project progress and impact.
- Collect and analyse data, preparing regular reports for internal and external stakeholders.
- Contribute to the identification of lessons learned and best practices, promoting continuous improvement in project implementation.
- Use the power BI as a project management and monitoring tool.

8. Other

- General admin functions
- Perform other duties as required by the line manager.

Behaviours

- Ability to facilitate staff delivery of programming.
- Provide supportive supervision to blue economy team and delegate tasks as appropriate.
- Proactively raise issues and work with line managers to find solutions.

Requirements

Essential

Qualifications:

- Bachelor's degree in a relevant field (e.g., Natural Resources management, Agriculture, environmental science, development studies, project management) or related field
- Proven experience in project management or related roles, preferably in the field of environmental sustainability or community development.
- Strong organizational and time-management skills, with attention to detail.
- Excellent written and verbal communication skills.
- Ability to work collaboratively in a diverse team and adapt to changing project needs.
- Familiarity with the Blue Economy and coastal community issues is a plus.
- At least 3 years of relevant field experience with managing staff and assisting program management.
- Proven management experience, including work planning, report writing, monitoring and evaluation, staff management, and project coordination.
- Good report-writing skills; Highly organized.
- Ability to operate under time pressure and meet deadlines, to work independently, and take initiative.
- Good team building, negotiation, and conflict resolution skills and the ability to deal respectfully with people from varied backgrounds.
- Willingness to work in disadvantaged communities.
- Excellent English and Krio speaking/writing skills required.

General terms and conditions

GOAL has a Staff Code of Conduct and a Child Protection Policy, which have been developed to ensure the maximum protection of programme participants and children from exploitation. GOAL also has a confidentiality policy ensuring the non-disclosure of any information whatsoever relating to the practices and business of GOAL, acquired in the course of duty, to any other person or organisation without authority, except in the normal execution of duty. Any candidate offered a job with GOAL will be expected to adhere to these policies any job offer made is also subject to police clearance. GOAL is an equal opportunities employer.

HOW TO APPLY

Interested candidates should apply with:

- An application letter clearly justifying how they 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.

If you have these skills and interested in joining our committed and dynamic Livelihood team, please send your cover letter and up-to-date CV to jobs@sl.goal.ie. **on or before 5:30 pm – 15th January, 2024**, please note that a copy of the application letter must be sent to the NGO Desk Officer, Ministry of Labour, New England or emailed to: employmentdesk71@gmail.com

Only shortlisted applicants will be contacted for interview.

A commitment to GOAL values and GOAL's integrity framework is critical to working with GOAL. Any candidate offered a job with GOAL will be expected to adhere to the following key areas of accountability:

1. Comply with GOAL's policies and procedures with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
2. Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area;
3. Report any concerns about inappropriate behaviour of a GOAL staff or partner.

Children and vulnerable adults who come into contact with GOAL as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury and any other harm. One of the ways that GOAL shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.

GOAL provides equal opportunity in employment and prohibits discrimination in employment on the basis of race, sex, colour, religion, sexual orientation, age, marital status, or disability.

“FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY”