

# Role Profile: Project Manager

Role updated: 24/03/2026

Department	Division	Location	Salary Band
Impact	MCC West & Central Africa	Sierra Leone local/Specific	D low
Reports to	Matrix Manager	No. of direct reports	Value-based behaviour level
Programme and Partnership Cordinator-Sierra Leone		2	Team / Project Manager

## Purpose

The Project Manager will lead the coordination and implementation of the Women's Land for Peace: Women Lead Transformative Pathways to Peace through Natural Resources Management project activities in five districts (Kailahun, Kono, Portloko, Tonkolili,) in Sierra Leone. The post holder will be based in Freetown with frequent travels to the districts to monitor and support partners' work in target communities.

The role will be responsible for planning and guiding implementation and completing quarterly plans and reports. This role will also manage the compliance with safeguarding and accountability requirements and providing technical backstopping to partners across the four districts and advocacy at national level. The role will also require interface with donors and other key stakeholders at national and district levels. The Project Manager will have overall responsibility for project implementation and promoting effective collaboration between the partner organizations.

The role requires a self-motivated, dynamic, and innovative person with extensive knowledge in natural resources management, women peace and security, civic engagement, local governance and accountability, gender and civil society capacity building.

## Main Areas of Responsibility & Accountability

### Project Management & Delivery

- Lead planning, coordination, and implementation of project activities
- Ensure timely delivery of results, reporting, and donor compliance

### Partnership & Stakeholder Coordination

- Manage relationships with partners, government, donors, and stakeholders
- Provide technical guidance and strengthen partner capacity

### Financial & Resource Management

- Oversee budgeting, expenditure tracking, and fund disbursement
- Ensure financial accountability and efficient resource use

### Monitoring, Evaluation, Accountability & Learning (MEAL)

- Lead implementation of MEL systems and learning processes
- Track results, document impact, and support adaptive programming

### Team Leadership & Capacity Building

#### Key Decisions

- Financial management decisions (budget revisions, fund disbursement, expenditure tracking)
- MEL approaches, indicators, and learning priorities
- Reporting quality, content, and submission to donors
- Safeguarding measures and accountability mechanisms
- Stakeholder engagement and advocacy strategies at district and national levels
- Capacity building priorities and technical support to partners
  
- Budgetary authority (if applicable): **Yes**

#### Knowledge, Skills and Experience

##### Essential:

- Strong experience managing UN projects particularly PBF/MPTF grant management mechanism.
- A Master's degree or equivalent in Social Sciences, Development Studies, Project Management, gender equality, Peace and Development, human rights, public administration, social sciences or other related areas is required
- At least 5 years of progressively responsible experience at the national or international level in managing complex and multi-component programme interventions with national partners.
- Hands-on experience in designing, implementing, monitoring, and evaluating development programmes and projects

### Problem Solving

- Address day-to-day challenges in project implementation
- Understand and respond to local context, power dynamics, and risks
- Support partners to overcome capacity or performance issues
- Resolve delays or gaps in delivery and financial management
- Handle safeguarding or compliance concerns quickly and appropriately
- Fix coordination and communication issues between partners and stakeholders
- Adjust plans based on feedback, learning, and project results
- Find practical solutions to barriers affecting women's participation and leadership

### Key Interfaces

- **Internal:** MCC programme staff, CA Ireland, Finance, MEAL, Safeguarding and Compliance Teams.
- **External:** Budget Advocacy Network (BAN), GYNED, UNPBF TEAM

- Significant experience of working with groups and local partners, and of providing partner support and capacity building
- Strong relationships/networks within the civil society/local governance community in Sierra Leone, especially within the NGO sector.
- Understanding of gender and inclusion-sensitive programming
- Considerable understanding and experience of safeguarding policy and procedures
- Excellent report writing, communication (written and verbal) skills

### Desirable:

- Knowledge of and experience in working with partnerships, including civic space, local governance and accountability
- Excellent analytical skills
- Knowledge of and experience of UN PBF/MPTF project management regulations
- Ability to network effectively, with the ability to develop a wide range of relevant contacts
- Comfortable working within a multi-disciplinary, multi-cultural team
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### Travel

**In Country:** over 75 days

**Global:** Choose an item.