



## 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 equipped with 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	Business Development Manager	1	Freetown
2	Finance Officers	2	Freetown and Kono

### 2.0 Vacancy Descriptions

<b>Job Title:</b>	Business Development Manager
<b>Location:</b>	Freetown, Sierra Leone
<b>Reports to:</b>	Executive Director

<b>Duration:</b>	One year subject to renewal based on performance and dedication to duty.
<b>Overarching Responsibility:</b>	The Business Development Manager is responsible for identifying funding opportunities in line with NMJD's priority areas; leading the preparation of successful grant proposals in collaboration with programme staff; and supporting grant holders in the implementation of approved project proposals with regards meeting provisions of grant agreements, including timelines.

### **Job Purpose and Summary**

The Business Development Manager is a senior management position in the organization and the holder will be tasked with the responsibility to provide leadership and supervisory support to programme staff in developing good quality project proposals; identifying staff capacity gaps with regards resource mobilization and taking actions to address these gaps, identifying funding opportunities and supporting programme staff to submit competitive proposals; strengthening collaboration and good relationships with the donor community; and providing technical and operational guidance to the organization to undertake effective social enterprise and diversify sources of income. The Business Development Manager sets periodic organizational income targets and work towards achieving those targets within the stipulated periods. Specifically, the Business Development Manager will perform the following tasks and responsibilities:

- He/she is responsible to develop or undertake regular review of the organization's resource mobilization strategy in line with the organization's priority areas and core values.
- He/she coordinates the development and implementation of engagement plans across regional offices of the organization, taking into accounts shifts in donor interests and emerging opportunities.
- He/she takes lead in identifying funding sources, the writing of compelling project proposals and aligning them with the goals and objectives of NMJD's Strategic Plan.
- He/she works with programme staff to develop guidelines and procedures for proposal writing and submission, including responding to calls for proposals and forming consortiums with other like-minded organizations.
- He/she explores new business opportunities with the objective of promoting social enterprise investments as an entity or through partnerships.
- He/she takes lead in fundraising campaigns and events and helps develop winning themes, strategies, and designs fundraising approaches.
- He/she undertakes market research to identify new opportunities and engages programme staff to establish strategies for pursuing those new opportunities.
- He/she initiates/develops partnerships and maintains relationships with donors and other stakeholders, including the private sector.
- He/she gathers, collates and produces up to date database and information on donors, sponsors and potential donors and sponsors for the information and use of programme staff.
- He/she supervises the project staff to write high-quality reports with supporting documents in line with NMJD and donor criteria.

- He/she performs other tasks assigned to him or her by the Executive Director and other line managers.

### **Persons Specification**

The Business Development Manager should possess the following qualifications and experience:

- Master's Degree with background in business development or a Bachelor's degree in relevant sectors such as donor and relationship management, strategic portfolio analysis and planning, and change management.
- At least 3 years demonstrated experience in identifying and securing funding from National and International donors, multilateral agencies, corporate entities, foundations, and leading assessments of funding landscapes, and developing and rolling out funding strategies to support institutional operational plans.
- Demonstrated ability to solve complex issues through critical thinking, analysis, definition of a clear way forward and ensuring buy-ins.
- Highly developed networking skills and ability to form and maintain productive working relationships with external donor agencies.
- Highly developed interpersonal and communication skills including communicating with impact, influencing, negotiation, and coaching.
- Demonstrated ability to work effectively as a member of a senior management team, contributing constructively beyond the role's specific resource mobilization remit.
- Experience in project and change management processes.
- A high degree of flexibility and adaptability in order to respond to changing needs.
- Ability and willingness to work under pressure and in different work places across districts and regions in Sierra Leone.
- Attention to details, accuracy and timeliness in executing assigned responsibilities.
- Ability to carry out tasks with minimal or no supervision.
- Experience in writing, reviewing, and analyzing technical proposals
- Demonstrated skills in meeting facilitation, coalescing teams, and teamwork and in building consensus.

### **Personal Skills Required**

- Facilitation and consensus building skills.
- Observation, active listening and critical analysis skills with ability to make sound judgments.
- Good relationship management skills with the ability to work closely with local partners and community members.
- Strong communication and writing skills.
- Good report writing and documentation skills.
- Competency in Microsoft Packages such as Word, Excel, PowerPoint, etc.

<b>Position</b>	Finance Officers
<b>Location:</b>	Freetown and Kono
<b>Reports to:</b>	The Finance Officer in Freetown reports directly to the Director of Admin & Finance, whilst the Finance Officer in Kono reports to the Director of Finance and Admin through the District Manager in 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 documents.
Duration	One-year subject to renewal based on performance.

### **Job Purpose and Summary**

The Finance Officers will be deployed in the Freetown and Kono area offices and they 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 budgets preparations, procurements, payments, receipts and other documentation and timely reporting.

### **Main Responsibilities**

The Finance Officers will 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 in the district/region and their respective accounts
- He/she prepares monthly timesheet for staff.
- He/she ensures full compliance with all statutory requirements.

**b. Accounts payables:**

- He/she ensures timely preparation of statutory deductions and onward payments to the NRA 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 Freetown and Kono Offices i.e., Utilities such as Electricity Bills, Water Bills, Internet Bills, and Security services to ensure that they are all paid and 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 any omissions/missing documents 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 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 qualification 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.
- Skills in the use of 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.

### 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 Executive Director at: [nmjdsi@nmjdsi.org](mailto:nmjdsi@nmjdsi.org) and/or to the following addresses:

FREETOWN	MAKENI	BO	KENEMA	KONO
10 Nylender Street, Off Cape Road, Aberdeen	8 Sillah Street, off Thoronka Street, OIC Road	9 Jangah Street	117 Bo-Kenema Highway, Cow Yard Section	2 Suku Tamba Street, Koidu Town

### Closing Date

The **closing date** for the receipts of all applications is **Friday 15<sup>th</sup> March 2024 at 3:30 pm**. Only shortlisted applicants will be contacted. Applicants should **mark** the position they apply for on the top right-hand corner of the envelope.