



VACANCY ANNOUNCEMENT

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	Project District Coordinator	1	Kono
2	Field/Project Officer	1	Kono

Job Descriptions

Project Title

'Uman Land En Kol At' (Women's Land for Peace): Women-Led Transformative Pathways to Peace through Natural Resource Management.

Location

Lei, Fiama, Gbense and Tankoro Chiefdoms in Kono District

Project Duration

24 Months

Donor Partners

United Nations Peace Building through Christian Aid

Persons Specification for the Project District Coordinator

The Project District Coordinator should possess the following qualifications and experience:

Essential

- Degree or its equivalent in Social Work or Development Studies or Gender Studies from a recognized institution.
- At least two years' experience of working with diverse groups and providing them with capacity building support.
- Ability to build strong relationships/networks with women and/or women-supported agencies.
- Knowledge and understanding of gender justice, inclusion and gender-sensitive programming.
- Hands-on experience of monitoring and supporting community-based development programmes.
- 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 women's groups, and with other team members.
- Excellent analytical skills.
- Knowledge of and experience on women's economic programming in Sierra Leone.
- Ability to network effectively, with the desire to develop a wide range of relevant contacts.
- Comfortable working within a multi-disciplinary, multi-cultural team

Persons Specification for the Project Field Officer

The Project Field Officer should possess the following qualifications and experience:

Essential:

- Holder of at least a Diploma or its equivalent in Social science or related fields of study.
equivalent.
- A minimum of two years' work experience in a related field
- Good communication skills (written and spoken) and fluent in some of the local languages spoken in the project communities.
- Good in building inter—personal relationships with local communities and other stakeholders.

Desirables

- Experience in working with different communication-related tools.
- Digital/IT competencies required - Word, Excel, PowerPoint

Job Specifics

No.	Staff Designation	% Working Time	Description and Responsibilities	Supervised By
1.	Project District Coordinator	100%	<ol style="list-style-type: none"> 1. He/she is the Project District Coordinator, based in Koidu City. 2. He/she is responsible to coordinate, supervise the implementation of all project activities, and other related engagements and report on them. 3. He/she is responsible to relate with different stakeholders in the district, local councils, including chiefs, youths, women, local communities, and ensure their participation in the implementation of the project. 4. He/she works with the District Manager and other project 	District Manager

			<p>staff to ensure the delivery of project activities in a timely and quality fashion.</p> <ol style="list-style-type: none"> 5. He/she coordinates the overall implementation of the project, monitors field activities and ensures adherence to project implementation schedules and the judicious utilization of project resources. 6. He/she works closely with the MEAL staff to ensure the project design, baseline and integration make a measurable contribution to the project communities. 7. He/she works with the MEAL staff to ensure full implementation of the organizational MEAL framework; develop and capture and document lessons learnt. 8. He/she provides back - stopping support to the Field Officer and all other project staff. 9. He/she writes and submits timely and quality activity and periodic narrative reports to the District Manager. 10. He/she is responsible to ensure compliance with donor requirements and the UNPB-Christian Aid partnership policy. 11. He/she coordinates and communicates with project participants, strategic alliances and local authorities for project 	
--	--	--	--	--

			<p>implementation and change/ advocacy purposes.</p> <p>12.He/she represents the project at virtual or in-person district, sub-national and national conferences, meetings and workshops.</p> <p>13.He/she is responsible for the regular monitoring of expenditures and work closely with the finance team to address any budget management issues.</p> <p>14.He/she performs any other tasks assigned to him/her.</p>	
2.	Field/Project Officer	100%	<ol style="list-style-type: none"> 1. The Field/Project Officer is responsible to anchor project activities through mobilization, facilitation and the development of realistic action plans. 2. He/she provides strong leadership in the development of participatory development strategies for the effective implementation of the project. 3. He/she facilitates the development of annual work plans and monthly task sheets, action plans and ensures compliance with donor requirements and NMJD policies. 4. He/she ensures compliance with donor requirements and UNPB-Christian Aid partnership policy/ Contract Agreement. 	Project District Coordinator

			<p>5. He/she ensures the project implementation adheres to and mainstreams NMJD's core values, safeguarding and other policies.</p> <p>6. He/she provides guidelines, training and support to the paralegal teams to ensure they have the necessary skills, tools and knowledge to be competent in their role and deliver good quality project activities.</p> <p>7. He/she performs any other tasks assigned to him/her.</p>	
--	--	--	---	--

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** and/or to the following addresses:

FREETOWN	MAKENI	BO	KONO	KENEMA	Karene
10 Nylender Street, off Cape Road, Aberdeen	3 kandeh Munu Street, Back of MCA Field	9 Jangah Street	2 Suku Tamba Street, Koidu Town	117 Bo-Kenema Highway, Cow Yard Section	68 Looking Town, off Karene District Council, Kamakwei 2