



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 a qualified and experienced person to fill the vacant position below:

No	Vacancy	No of Person	Location
1	Project Coordinator/Social Auditor	1	Freetown

NMJD is an equal opportunity employer. Women and persons with disability are strongly encouraged to apply. Interested persons should visit our website for further information on: www.nmjdsj.org.

Project title

Social Auditing for Mining Accountability in Gbense, Tankoro, Nimikoro in Kono, Tongo in Kenema and Mogbemo in Moyamba/Bonthe Districts)

Project goal/main objective

Enhanced local development by increasing the investment of mining revenue transfers in local communities.

Location

The Project Coordinator/Social Auditor will be based in Freetown, but he/she will be traveling frequently to the project communities in Kono, Kenema and Bonthe/Moyamba districts.

Project Duration

24 Months

Donor Partner

Development and Peace Caritas Canada (D&P)

Persons Specification

The Project Coordinator/Social Auditor shall possess the following qualifications and experience:

Essentials

- A Degree or its equivalent in Social Sciences, finance, auditing, public administration, and/or related fields.
- Significant experience in working with groups and local communities, and providing them with capacity building support.
- Strong inter-personal relationships with networks, affected communities, companies and other critical stakeholders in the mining governance in Sierra Leone, especially within the NGO sector.
- Relevant experience in project cycle management, auditing, or community development, preferably in the context of natural resource management
- Hands-on experience in monitoring and supporting community-based development programmes.
- Working understanding and experience in implementing safeguarding policy and procedures.
- Excellent report writing and communication (written and verbal) skills.

Desirables

- Excellent analytical skills.
- Knowledge of and experience in natural resource programming in Sierra Leone.
- Ability to network effectively and develop a wide range of relevant contacts.
- Ability to work within multi-disciplinary, multi-cultural teams
- Knowledge of relevant laws, policies, regulations, and standards related to mining and management of revenue transfers in Sierra Leone.

- Proficiency in financial management and reporting.
- Strong analytical and problem-solving skills.

Main Purpose:

The main purpose of the project coordinator/social auditor is to oversee and facilitate the auditing and accountability processes related to mining revenue transfers in the project districts. This is essential to ensure mining revenue transfers are transparently managed and are invested into community development initiatives, with the objective of improving community well-being and fostering sustainable growth in the affected mining communities.

Duties and Responsibilities:

1. Project Coordination:

- **Planning and Implementation:**

- He/she shall develop detail project plans, including timelines, milestones, and deliverables, in alignment with the project's goals.
- He/she shall coordinate and collaborate with different stakeholders, including local government officials, mining companies, community leaders, and civil society organizations.

- **Resource Management:**

- He/she shall oversee the allocation and management of project resources, including budgets, personnel, and logistics.
- He/she shall ensure that all project activities are carried out within the approved budgets and adhere to financial guidelines.

2. Social Auditing:

- **Revenue Tracking and Reporting:**

- He/she shall monitor and track the flow of mining revenue transfers from extraction to distribution and investments.
- He/she shall ensure accurate and transparent reporting of how mining revenues transfers are utilized by beneficiary communities.

- **Community Engagement:**

- He/she shall facilitate community consultations and feedback sessions to gather inputs on local development priorities and concerns.
- He/she shall ensure that the perspectives and needs of local communities are adequately represented and addressed in the auditing process.

3. Compliance and Accountability:

- **Regulatory Compliance:**

- He/she shall ensure proper accountability of all revenue transfers through effective monitoring, auditing and reporting.

- **Auditing Procedures:**

- He/she shall implement and manage auditing procedures to assess the effectiveness and transparency of revenue utilization.
- He/she shall conduct regular reviews and assessments of financial reports, project outcomes, and adhere to accountability standards.

4. Reporting and Documentation:

- **Documentation:**

- He/she shall maintain comprehensive records of all project activities, audits, financial transactions, and community feedback.
- He/she shall prepare detailed reports on the findings of social audits, including recommendations for follow-up actions.

- **Communication:**

- He/she shall develop and disseminate IEC materials to inform stakeholders and the general public about the project's progress, findings, and impacts.
- He/she shall organize meetings, workshops, and presentations to share audit findings and recommendations and advocacy engagements with relevant stakeholders.

5. Capacity Building:

- **Training and Support:**

- He/she shall provide training and support to local authorities, community members, and other stakeholders on social audit processes and best practices.

- He/she shall foster capacity-building initiatives to enhance local skills and knowledge related to the management of mining revenue transfers and development planning.

6. Monitoring and Evaluation:

- **Impact Assessment:**

- He/she shall monitor and evaluate the impact of mining revenue transfers on local development and community well-being.
- He/she shall be flexible in the implementation of the project to ensure findings and lessons learned are incorporated into the project to inform future project activities

- **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: nmjdsl@nmjdsl.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 Off Shellmingo	2 Suku Tamba Street, Koidu Town	117 Bo-Kenema Highway, Cow Yard Section	68 Looking Town, off Karene District Council, Kamakwie 2

Closing Date: The closing date for the receipts of all applications is **Tuesday 10th September 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.