



## Centre for Accountability and Rule of Law

51 Brook Street, Freetown, Sierra Leone  
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Website: [www.carl-sl.org](http://www.carl-sl.org)

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### JOB VACANCY

CARL is looking for District Coordinators. Women are encouraged to apply.

**Job title:** District Coordinators  
**Locations:** Kambia, Port Loko and Bombali  
**Closing date:** September, 17<sup>th</sup> 2018 (5:00pm)  
**Reporting to:** Project Manager

Interested candidates should submit the following not later than **September, 17<sup>th</sup> 2018 (5:00pm)**

- ❖ Cover letter
- ❖ Motivation for working with CARL
- ❖ Copy of resume
- ❖ Copies of certificates

All submission should be made to [info@carl-sl.org](mailto:info@carl-sl.org) or hand delivered to any of the following addresses:

- ❖ No. 51 Brook Street, Freetown
- ❖ No. 6 Girilla Street, Makeni
- ❖ No. 11 Lungi Road, Port Loko (*C/o Centre for Democracy and Human Rights*)

#### **Background:**

CARL is an independent, not-for-profit organization with human rights and civil society activists committed to promoting accountability and rule of law in post-conflict Sierra Leone. CARL seeks to promote a just society for all persons in Sierra Leone, through monitoring institutions of accountability, outreach and advocacy for institutional transparency, capacity building and empowerment of citizens. CARL has its origin in the Special Court Monitoring Group (SCMG), which was established in May 2004 as a partnership project of the International Centre for Transitional Justice (ICTJ) and the Coalition for Justice and Accountability (COJA) to exclusively monitor and produce objective reporting on proceedings before the Court for both local and international community.

With support from Trocaire, CARL leads a national level advocacy for enhanced access to justice for women, particularly victims of sexual and gender based violence. This five years project which commenced in 2017 is mainly implemented in three (3) districts in Northern Sierra Leone – Kambia, Port Loko and Bombali. For effective coordination of this project, CARL is looking for sound and diligent district coordinators for each district with.

#### **Key responsibilities**

- ❖ Represent CARL at district level
- ❖ Monitor and report all incidences of violence against women and girls
- ❖ Coordinate the effective implementation of CARL's Irish Aid project in the district
- ❖ Contribute to organizational planning processes and smooth operation of the organization
- ❖ Work closely with the leadership of CARL and other Trocaire partners in thinking strategically about the viability of the project
- ❖ Lead the correlation of all work plans for the project and maintain responsibility for the overall implementation of Trocaire projects.
- ❖ Lead project planning and design, implementation and compliance; towards achieving the core outcomes of the project
- ❖ Lead the monitoring and evaluation processes of the project
- ❖ Work with project staff in the district to ensure the timely submission of project reports
- ❖ Draft six-monthly and annual project implementation reports in a timely manner
- ❖ Actively network and collaborate with Trocaire and her partners and keep them informed of CARL's activities
- ❖ Regularly monitor sexual and gender based support service delivery to ensure effectiveness and standard

### **General Responsibilities**

- ❖ Shall work with the Project Manager and other staff members to develop partnership with other organizations working on human rights, transitional justice and the rule of law.
- ❖ Assist in the development and maintaining relationship with donor in Sierra Leone and in the International sector
- ❖ May write monthly article for CARL-SL electronic newsletter
- ❖ May contribute long essays/research document for publication as part of CARL-SL's essay series
- ❖ May participate in media and community outreach and town hall meetings in the district and Freetown as directed by the Executive Director
- ❖ Write any press releases as requested by the Executive Director
- ❖ Attend and take part in training sessions on a regular basis as required by the Project Manager
- ❖ Attend and take part in meetings with the Project Manager and other staff to discuss any substantive issues or administrative matters relating to CARL-SL
- ❖ The employee shall work for CARL-SL from 9am – 5pm each day, for five (5) days each week, Monday to Friday, for the duration of the contract, and later each day when and if required by the Executive Director
- ❖ Comply at all times with the Standard Operating Procedures of CARL-SL

### **Requirements**

- ❖ Applicants must hold a bachelors' degree in Social Work or related field
- ❖ Proven work experience as a Project Coordinator or similar role
- ❖ Must have competent Microsoft Office applications such as Ms Word, Excel and Power Point
- ❖ Knowledge in project management or life cycle