**Internal/External Vacancy Announcement 26th January, 2021**

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| BASIC INFORMATION |
| **Job title**  | **Regional Officer (South)** |
| **Location** | Bo, with occasional travels to CARL-SL headquarters in Freetown and/ other CARL-SL’s operational areas |
| **Reports to** | **Project Coordinator (South)** |
| **Deadline for application** | **Monday, 8th February, 2021** |

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| **Role Definition** |
| The Programme Officer role is the focal reference and the representative of the organisation in the Southern region, coordinating the activities of CARL-SL and managing all programme resources in order to guarantee that objectives are met in line with CARL-SL’s operating principles, policies and strategies. The incumbent, in close collaboration with the Project Coordinator (South), will manage elements of the day-to-day affairs of on-going projects and ensure project implementation is in line with organizational guidelines and in accordance with the agreement of the donor.He/she will constantly monitor the context of his/her operating area in order to propose adaptations in programmes, propose new interventions, react to emergencies and adapt the security protocol.  The overall impact of the role is to contribute to supporting/Strengthening CARL-SL’s programme activities in the region and to provide timely feedback on work progress. The job holder will work in close collaboration with the Project Coordinator (South). |

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| **Key Outcomes** |
| **Supervision and Administrative Duties*** Supervise all Centre staff/activities in the Southern region;
* Respond to questions/queries on issues relating to CARL-SL activities from staff and the public as promptly as possible or make referrals to Project Coordinator or Head of Programmes where required;
* Keep records of court, hospital and FSU visits ;
* Keep records of cases referred to partners, (donors, hospitals and FSU);
* Compile all monitoring reports (communities, courts, hospitals and FSU.

 **Outreach and advocacy Obligations*** Participate in CARL-SL’s media (radio, TV and Press Conferences) programmes in Bo;
* Respond to questions from the public, on CARL-SL media programmes;
* Participate in CARL-SL’s outreach activities including community town hall meetings, panel discussions, sensitization and advocacy campaigns ;
* Participate in Partners/Donor/CARL-SL’s training and other capacity building activities as required by the Head of Programmes;
* Submit/Do a monthly presentation of activities/research to CARL-SL’s staff and guests at a general meeting as required by the Head of Programmes;
* Work with monitors on a regular basis to identify and develop their capacity as monitors and to plan training sessions.

**Monitoring Obligations*** Monitor all SGBV trials in both Magistrate and High courts in Bo;
* Monitor and report on all SGBV and juvenile related cases in Bo and its environs;
* Conduct regular interviews with members of the courts’ staff, including but not confined to judges, registry staff, defence lawyers, prosecutors, detention staff, defendants and journalists, as relevant;
* Work with other civil society groups, Non Government Organizations, court officials, FSU, Government Hospitals, Rainbow Centres, traditional and religious leaders on gender and juvenile related issues;
* Refer cases that need legal assistance to partner organizations offering legal aid services.

**Reporting Obligations*** Submit monthly plans and summary of reports of monitoring activities of previous month to the Project Coordinator, not later than the 5th of every month. The monitoring report should highlight on a case by case basis observations in the court;
* Submit record of court visits to the Project Coordinator;
* Submit list of cases referred to partners to the Project Coordinator;
* Write at least one article for CARL-SL newsletter each month, to be submitted to the Project Coordinator, (the latter will issue a directive on deadlines regarding articles);
* Report to the Project Coordinator, issues that need intervention promptly;
* Report and discuss the findings of the Staff’s monitoring activities and related issues;

Perform any reasonable duties assigned by the project Coordinator/ Executive Director that are consistent with the nature of the job and its level of responsibility. |

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| Relationships |
| External  | Establish and maintain a wide network of external contacts with the donors, NGOs and research institutions/consultants to enable the research of creative ideas and opportunities for collaboration and to achieve results. . Maintain relationships with Clients and donor partners, consortium partners, other NGOs, media networks, Private Consultancy and Knowledge Sector alongside government agencies. |
| Internal | Report to the Project Coordinator (South); maintain a close liaison with various CARL teams, including regional and district teams, media and communication, among others. |
| **Decision-making:** |
| Under the supervision of the Project Coordinator, the role has significant decision-making authority around strategic decision-making areas on project implementation and overall performance. Working collaboratively with the Project Coordinator and other partners, the post holder will make decisions relating to the delivery of the project, including ongoing monitoring and assessment, responding to risks and negotiating with potential service providers. |

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| **Person specification** |
| **Applied skills/knowledge and expertise****Essential*** Significant experience in programme management and implementation, research and communication.
* Experience working with government and non-governmental institutions, supporting efforts towards transparency and accountability on revenue and anti-corruption measures.
* Ability to coordinate research, working with independent consulting firms or consultants in Sierra Leone on SGBV issues;
* Proven experience in management and delivery of highly demanding projects/programmes.
* Experience in hands on planning, budgeting, monitoring and evaluation.
* Outstanding communication and networking skills and ability to work individually and in a team.
* Willing and able to pioneer new ideas and innovate for impact.

**Education and Experience:*** University degree or equivalent in Gender & Development Studies, Political Science, International Relations, or a relevant discipline
* Knowledge and expertise in working with donors.
* Excellent writing skills. .

.**Desirable*** Postgraduate or equivalent qualification in any of the mentioned fields above.

**Mode of Application:*** Qualified applicants should send a cover letter with CV to: **145 Circular Road, Freetown; or 213 Old Railway Line, Messima, Bo; or info@carl-sl.org**

**Women are especially encouraged to apply.** |

Further details of specific tasks and duties will be agreed with the Executive Director as part of the performance agreement.

The post holder will be required to abide by CARL-SL’s code of conduct, procedures &policies, especially the Safeguarding Policy.

**Only shortlisted applicants will be contacted for further assessment**