



GOVERNMENT OF SIERRA LEONE

Recruitment for the Position of Administrative Officer for the Sierra Leone Skills Development Project.

Background

In 2018, the Government of Sierra Leone received \$ 20m funding from the World Bank to finance the Skills Development Project. The project focuses on increasing access to quality skills provision will contribute to improving Sierra Leone's economic competitiveness and the promotion of sustainable and inclusive development.

The Skills Development Project is mainly aimed at enhancing the current TVET system to produce skilled youth that can be readily absorbed by the labour market or become successful entrepreneurs. The participation of the private sector will ensure that TVET products will become more employable and in turn, reduce the training bills of industry as well as enhancing the efficient production and delivery of services.

The project has two components: (1) Skills Development Fund and (2) Capacity Building and System Strengthening. Component 1 aims at increasing access to in demand-skills upgrading in Sierra Leone. A Skills Development Fund (SDF) will be established under the project and will be the main platform for supporting demand-led skills development. The platform will be shared between private enterprises (employers), training providers, and school leavers (job seekers). Component 2 aims at building a foundation for a demand-led skills development system through (a) establishment of an integrated skills information system to support evidence-based analysis and policy development and (b) piloting the accreditation of skills training programs with the participation of industries.

Responsibilities

The Administrative Officer will be responsible for providing general administrative support in general project implementation and management and day-to-day liaison with counterparts. He/She will provide comprehensive secretarial and administrative support to the Project Coordinator, including drafting correspondence, taking of minutes, making travel arrangements and related tasks.

The Project Administrative Officer carries out his/her functions under the direct supervision of the Project Manager at the MTHE. Specifically, the incumbent will:

- Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken.
- Ability to work independently and to maintain flexibility in working hours.
- Assist in preparing evaluation reports, annual project reports, and update projects files. Prepare minutes of project meetings.
- Liaise with project counterparts on day-to-day implementation of project activities.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.

- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Ability to write in a clear and concise manner and to communicate effectively orally.
- Demonstrated ability to coordinate tasks to meet deadlines.
- Demonstrated ability to develop and maintain effective work relationships with counterparts.
- Perform other duties as determined by the Project Manager.

SKILLS AND QUALIFICATIONS

Education

BSc. in the Social Sciences or Business Administration or any related field

Work experience

At least 5 years of Administrative Support experience in Project Management of which preferably; experience in providing assistance in project coordination and implementation.

Language Requirement: Fluency in written and spoken English

Period of Assignment/Services: 12 months

Duty Station: Freetown

Mode of Application

All applications should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

The Team Lead

Project Fiduciary Management Unit

Ministry of Finance

13a Howe Street Freetown

Freetown, Sierra Leone

Tel: +23276672186

E-mail application as attachment (including all supporting documents)

to: skillsdevelopmentprojects1@gmail.com.

All applications must be submitted electronically. Please indicate clearly in the email subject heading and attachment the position for which application is made.

Closing Date:

The Closing Date and time for receipt of applications is **Monday 27th July, 2020 at 11:00 a.m GMT.**

Only short-listed candidates will be contacted

