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Project Fiduciary
Management Unit
Ministry of Finance
13 Howe Street
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GOVERNMENT OF SIERRA LEONE

Recruitment for the Position of Administrative Officer to Support Freetown City Council under the Sierra Leone Integrated Resilient Urban Mobility Project.

Project Background

The Government of the Republic of Sierra Leone (GOSL) through the Ministry of Transport and Aviation (MoTA) intends to implement the Integrated and Resilient Urban Mobility Project (IRUMP) with an investment grant from the World Bank (WB). IRUMP focuses on improving urban accessibility, resilience and safety in pilot areas and enhances institutional and academic capacity to plan and manage urban transport in the city of Freetown. The proposed IBRD/IDA/World Bank funded IRUMP will allow MoTA, their respective Agencies and the Freetown City Council to achieve and expand outcomes in three key areas: (i) comprehensive improvement of public transport services, (ii) comprehensive corridor improvements which will cover a comprehensive traffic management measures including intersection improvements, coordinated traffic lights, improvement of sidewalks for pedestrian movement, drainage etc.; (iii) provision of institutional and academic capacity building and studies for MoTA staff and management, their agencies and the Freetown City Council.

Project Objective - The project development objective of the IRUMP is “to improve quality of public transport, resilience and road safety in selected areas of Western Area Region and enhance institutional and academic capacity in the transport sector.”

Components - The IRUMP has three main components:

Component 1: Enhancing Transport Services - This component will support the enhancement of transport services in three sub-sectors: (i) public transport services; (ii) mobility services to access education centers; and (iii) on-demand mobility services, to serve key sectors for social and economic development and economic diversification.

Component 2: Comprehensive Corridor Improvements - This component will use an integrated and comprehensive approach to improve safety mobility for pedestrians and vehicles, and overall management of the public rights of way in selected areas of Greater Freetown. The project investments would focus on: (a) improving pedestrian infrastructure; (b) improving road conditions and rehabilitating key road sections and drainage; (c) providing traffic management, signalization, parking, and intersection improvements; (d) providing a transport operator’s terminal; and (e) addressing the needs of street traders through off-street market areas. Depending on the credit amount, the project may also finance the rehabilitation of sections of urban roads which are currently unpaved or in extremely poor condition, such as Motor Road and/or King Harman Road.

Component 3: Institutional Capacity Building and Studies - The activities of this component may include: (a) strengthening the ministry’s and departments’ capacity to develop a long-term vision and regulatory framework to support effective management of the urban transport system; (b) diagnosing problems with public transport and developing a comprehensive strategy to improve bus services; (c) conducting a public relations/communication campaign to educate stakeholders, schoolchildren and

the public about road-space management and road safety; (d) developing a road-safety database; and (e) supporting climate-resilient activities, for example by developing guidelines to incorporate climate and disaster resilience into road design by providing specific cost-effective requirements and good practices for slope stabilization in mountain areas of Freetown; and mapping tools for prioritization of urban transport projects using network analysis and giving consideration to climate related risks.

Capacity Building – Administrative Officer

In order to improve Freetown City’s Council capacity to better manage the delivery of projects being led by the Council to support and complement the objectives of the IRUMP project, Freetown City Council is seeking to recruit an Administrative Officer with responsibilities which **will include but not limited to:**

Key Duties and Responsibilities

The Administrative Officer will be responsible for providing administrative support in general to the project implementation team and management, as well as day-to-day liaison with counterparts. The jobholder will provide comprehensive administrative support to the Project Coordinator, including drafting correspondences, taking minutes, making travel arrangements and related tasks. The Administrative Officer will carry out his/her duties under the direct supervision of the Project Coordinator and other senior project staff. 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.
- Liaise with project counterparts on a day-to-day basis on implementation of project activities.
- Handling office human resource issues including but not limited to: maintaining an attendance register, recording annual and sick leave, providing temporary cover for unavailable junior staff and general wellbeing of office staff.
- Proficient in the use of computers.
- 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 Coordinator and other senior project team members.

Education

- BSc. in the Social Sciences or any related field

Work experience

- At least 5 years of administrative support experience, of which preferably; experience in providing assistance in project coordination and implementation.

Language proficiency

- Fluency in written and spoken English

Duration

The duration of the assignment is for an initial period of twelve (12) calendar months on full time basis and would be subject to renewal based on annual review and satisfactory performance.

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: irumobilityproject@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 9th November, 2020 at 11:00 a.m GMT.**

Only short-listed candidates will be contacted

