

Job title: Project Coordinator, Inclusive Conflict Prevention and Peace Sierra Leone (national post)

Organization: Cordaid

Duty station: Freetown, Sierra Leone

Job type: Full-time

Reports to: Operational Manager Programmes

Cordaid in brief

Cordaid believes in a world without poverty and exclusion. We strive for just and sustainable societies where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise and solidarity across borders. We aim to maximize our social impact and contribute to systemic change. We operate where natural disasters strike, where conflicts tear up communities and where lack of opportunities and service delivery keep families in extreme poverty.

Description of the project

Inclusive Conflict Prevention and Peace Sierra Leone is a project funded by the UN Peacebuilding Fund (UN PBF) that aims to *enable young women and men, organized through youth-led CSOs and CBOs and working in solidarity with older women and men, to foster more inclusive, gender-sensitive, and conflict-sensitive community-based dispute resolution (CBDR) mechanisms in rural and peri-urban Sierra Leone*. This headline goal will be achieved through: (1) equipping and mobilizing young people to identify and take action on key drivers of conflict, insecurity and injustice in their communities; (2) supporting and influencing CBDR mechanisms to adopt more inclusive, gender-sensitive, and conflict-sensitive practices, with specific focus on addressing needs of young women; and (3) enabling young people, working intergenerationally, to advocate for evidence-based conflict prevention policy and practice, and build trust with key conflict prevention stakeholders. The project will be implemented as a collaboration between Cordaid, a Dutch international humanitarian and development NGO, and Youth Partnership for Peace and Development (YPPD), one of Sierra Leone's leading youth organizations.

Job overview

The Project Coordinator will have overall responsibility for project implementation at strategic level and promoting effective collaboration between the partner organizations.

Key responsibilities

- Develop and implement an effective project implementation strategy in collaboration with YPPD's Project Manager and other stakeholders.
- Initiate and maintain mechanisms for ongoing cooperation, communication, joint planning, and problem-shooting across the partnership.
- Ensure all project-based needs and requirements are shared with project personnel in a timely way, and resources effectively planned and allocated, for optimal value-for-money implementation.
- Ensure achievement of consistently excellent standards in the management of human, financial, and technical resources of the project, including inspiring and maintaining high standards of work for project staff.
- Lead project quality control and contractual compliance and monitor overall financial integrity of the project.

- Regularly update project context analysis and risk log
- Operationalize and further develop / adapt, where needed, the national advocacy strategy, taking into consideration context analysis.
- Advise the core project team on meaningful engagement with key actors and institutions.
- Oversee implementation of risk mitigation and lead crisis response actions as needed.
- Devise and implement a strategic external communications plan (including crisis communications) and represent the project externally.
- Establish and maintain close relations with key Sierra Leone government and international stakeholders, participating in relevant networks, working groups, and other coordination bodies at national level.
- Produce reports to the management board and respond to periodic management board requests for information.
- Ensure effective reporting to the donor that builds trust and transparency.
- Implement overall monitoring, evaluation and reporting framework.
- Consolidate tracking of project indicators against targets.

Qualifications

- 10+ years of professional experience successfully managing projects in Sierra Leone or similar contexts, preferably in the fields of conflict prevention and peacebuilding, security and justice, and / or youth mobilization and advocacy.
- Outstanding diplomatic and consensus-building skills, able to build and sustain effective working relationships with partners, key stakeholders, senior officials, etc.
- Superior communication skills in English, fluency or facility in other Sierra Leonean languages preferred.
- Academic qualification in a relevant discipline (anthropology, development studies, economics, political science), ideally at graduate level
- Proven sharp analytical skills.
- Proactive, entrepreneurial, and effective in a fast-paced cross-cultural work environment
- Strong written and verbal skills for communicating with a diverse audience, including internally and external high-level stakeholders.
- Experience working within the Caritas network an asset.

Salary

To be negotiated based on experience.

TO APPLY

Send your Cover Letter and CV by email to the Human Resource & Operations Manager at: jobs_sl@cordaid.org

Please address the Subject of your email as: **Project Coordinator – Inclusive Conflict Prevention and Peace**

Only successful applicants will receive a response

DEADLINE FOR APPLICATIONS IS JANUARY 13th, 2021 @ 5PM

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY



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