



JOB VACANCY

Job title:	COORDINATOR/SUPERVISOR
Location:	Freetown, Sierra Leone
Employer:	BetterDayz
Reporting to:	BetterDayz Board Members in Sierra Leone
Working hours:	Part-time
Length:	Yearly contract, renewable – 3 months' probation

About BetterDayz

BetterDayz is a small charitable organisation with headquarters in Austria, Europe. It operates in Freetown, Sierra Leone, and provides support to young adults wishing to return to education. BetterDayz is an equal opportunity employer.

About the position

The Coordinator represents the founders of BetterDayz on the ground, supervises the activities and day-to-day good running of BetterDayz.

The Coordinator will

- Provide administrative support to the founders (ensure charity documents and receipts are available and in place in a timely manner)
- Participate in various meetings, whether with the authorities on charity matters or with the education establishments
- Visit the students in the care of BetterDayz at least once a month or on a need basis
- Assess the educational progress and needs of each student as well as their well-being (feeding, health, housing) and provide a monthly report
- Report any issues in the first line to the Board Members in Sierra Leone and in the second line to the founders of BetterDayz in a timely manner
- Be prepared to carry out other tasks e.g. accompany a student to hospital - Betterdayz needs an adaptable, flexible person who can do any task including but not limited to those listed above for the welfare of the students.
- Not discriminate against race, gender, ethnics or religion.

Skills

- Excellent organisational skills
- Very good English – spoken and written
- Must show flexibility (working hours may vary) and ability to deal with tasks of a different nature
- Must show initiative in challenging situations
- Computer skills (Microsoft and emailing)
- Exhibit honesty and integrity at all times.

Education

- University degree or equivalent, preferably in the area of accounting and psychology or social work.

Salary and benefits

- Le 600,000 per month gross for 20 hours of work per week
- Stipend for transport and data.