



## JOB DESCRIPTION

<b>Post Title</b>	Programme Coordinator
<b>Location</b>	Freetown
<b>Start Date</b>	Immediately
<b>Reports to:</b>	Executive Members
<b>Duration</b>	12 Months with possibility of extension based on performance and funding.

### Details

**Context**

Forum Against Harmful Practices (FAHP) is a coalition of 15 national NGOs and CSOs established in 2014 to advocate for the reduction of harmful practices including FGM/C. FAHP established its Secretariat in 2014 (a room in the office of one of the NGOs comprising one member of staff, a laptop and a desktop). So far FAHP activities include media trainings for journalists and district consultations to generate support for approval of the national strategy. In May 2017, FAHP conducted a series of workshops for Parliamentarians, the Inter-Religious Council of Sierra Leone, the Council of Paramount Chiefs of Sierra Leone, selected Ministry Departments and Agencies on the rationale and methodology for the development of the Strategy. To further build consensus and strengthen support for the approval of the National Strategy, FAHP engaged key stakeholders including Parliamentarians, members of the Inter Religious Council, Council of Paramount Chiefs, and senior policy makers within Ministry Department and Agencies (MDAs) through a series of workshops in November and December 2018.

With funding from Irish Aid, FAHP will further its work at the national level to strengthen itself as an Organisation with strong systems in place, advocate for the approval of the national FGM Reduction Strategy and create community level awareness to effect change. FAHP is looking for a strong and passionate candidate to lead this process and to make FAHP a better and sustainable Organisation.

**Main  
Responsibilities**

**1. Leadership**

- Provide strategic leadership, direction and representation for FAHP
- Ensure effective and strategic risk management and connection to FAHP
- Ensure principled compliance with general oversight from the Executive Members.

**2. Partnerships, Investments & Grant Management**

- The Programme Coordinator will lead the funding strategy and have primary responsibility for fund-raising, building on established relationships and reputation.
- Ensure the health and cultivation of the organisation's funding, partnership and grant portfolio in line with FAHP's strategic ambitions.

**3. Programme & Business Performance**

- Provide oversight of the organisation's performance and delivery, ensuring performance and quality indicators are achieved.
- Provide oversight for financial management, strong accountability and value for money. Drive a culture of programme innovation, and technical advancement.

**4. Strategic Planning**

- Provide oversight for the organisation in the development of its programmatic and financial planning.
- The Programme Coordinator will collaborate with the staff, the Executive Members and stakeholders in developing and implementing the organisation's strategic plan, ensuring that financial, human resource, core business and strategic ambitions are achieved.

**5. Human Resource Management**

- Oversee the running of FAHP's management team, including fostering collective ownership of key organisational processes.
- Directly line manage and support the professional development of the Finance and M&E Officers.

<b>Skills and Qualifications</b>	<ul style="list-style-type: none"> <li>• University degree or equivalent in any of the following: gender and development, social work or sociology or related field.</li> <li>• Substantial experience in managing a local or national NGO which had program activities in areas related to gender-based violence, Sexual Reproductive Health, FGM etc.</li> <li>• Significant experience in both developing and managing operational, financial, administrative and human resource systems. Understanding of organizational development principles</li> <li>• Experience in managing teams with varied technical capacities across the organisation.</li> <li>• Significant experience in preparing funding proposals and budgets, donor reports, and other significant external documents.</li> <li>• Excellent networking and liaising skills; demonstrated experience in building networks and collaborative relationships with various individuals and groups across a range of sectors</li> <li>• Proactive, resourceful, solutions-oriented and results-oriented</li> </ul>
<b>How to Apply</b>	<p>Interested candidates should send in their applications with a cover letter detailing their motivation for this position and copies of most recent CV. Please send in your applications to <a href="mailto:fahpsl2013@gmail.com">fahpsl2013@gmail.com</a>. Hard copies should be delivered to the G2G office, 68 Bai Bureh Road, Kissy.</p> <p>All applications should be received on or before COB on Friday 20<sup>th</sup> November 2020.</p>