



## **JOB VACANCY**

---

**Position Title:** CODE Sierra Leone Country Representative

**Location:** Sierra Leone

**Reports To:** Director of Programs

**Supervises:** External Consultants (for example accounting firm), CODE Field staff (for example Girls' Education Officer); Consultants and Volunteers (in Sierra Leone); CODE partners in Sierra Leone

**Date:** February 2021

***Note: Candidates must have the right to work in Sierra Leone.***

---

Good books brought to life by excellent teachers help learners understand and thrive in the world around them. That is the idea behind CODE. CODE takes a comprehensive approach to programming, working with teacher educators, teachers, librarians, writers, and publishers to develop and sustain literate environment. We work in partnership with national and local governments, local implementing partners and in-country experts as well as with international experts.

Under the direction of the Director of Programs and working in close collaboration with other staff members in the department, specifically, the Program Manager for Sierra Leone and other international program staff and consultants. The **CODE Sierra Leone Country Representative** is responsible for managing the development and implementation of CODE's programs in Sierra Leone in accordance with the organization's Strategic Plan. The **CODE Sierra Leone Country Representative** guides and supports CODE's local partners to implement literacy and education programs. In addition, s/he collaborates with other staff to ensure the effective and efficient functioning of the CODE Sierra Leone Office. The **CODE Sierra Leone Country Representative** will supervise local CODE personnel, external consultants and will oversee and guide the work of CODE's partner ensuring the highest quality results. The **CODE Sierra Leone Country Representative** is responsible for ensuring program content is relevant, appropriate and useful.

The **CODE Sierra Leone Country Representative** will have further responsibilities specifically to represent CODE in country with the Ministry of Education, the INGO Forum, UN

agencies, and to donors. The **CODE Sierra Leone Country Representative** will have the responsibility of conducting a landscape assessment of all donors in country and develop a donor strategy for expanding the CODE Sierra Leone program, through support for the CODE HQ office in Ottawa.

## **MAJOR RESPONSIBILITIES**

### **Content and Results**

- Develop and input into results-based programs that comply with CODE's policies in collaboration with local partners and stakeholders
- Provide technical input into project inception plans, annual work plans, reports, etc. to strengthen education strategies and interventions to ensure inclusive, quality, gender responsive programs.
- Together with Monitoring and Evaluation specialist(s), develop strong frameworks for measuring impact, and advise on data collection to ensure quality.
- Lead training and organizational capacity building for local personnel to ensure quality of education programs.
- Guide ongoing program development.
- Support partnerships with local organizations and the national Ministry of Education.

### **Management and Reporting**

- Manages partnerships and programs with local partners.
- Maintains communication with local implementing partners to ensure clear understanding of CODE's plans, criteria, policies and resources available to programs.
- Prepare terms and conditions, agreements and memoranda of understanding with relevant partners as required.
- Prepare project and program cash flows and expenditures for submission to CODE HQ in Ottawa.
- Responsibility to ensure all projects meet targets, objectives, and finalize budgets as designed.
- Oversee compliance with CODE's donor's contracts and laws.
- Support volunteers and consultants that support the program:
  - o Provide logistical support to volunteers and consultants as necessary
- Submit program reports at the frequency required by the donor:
  - o Produce narrative reports for various funders and/or donors (GAC, UNICEF, the World Bank etc.) based on the contractual agreement with each donor
- Responsible for managing all CODE Sierra Leone Country Office staff, including finance, program, and support staff.

### **Represent CODE**

- Work closely with the International Programs Team including all related specialists to continually improve CODE's programming and management.
- Meet with education sector stakeholders in Sierra Leone, representing CODE.

- Works with members of the Fund Development and Marketing department, Finance department and Executive office to prepare proposals and reports to CODE's individual and institutional donors.
- Develop relationships with all donors in country, through a landscape assessment, and regular contact for potential opportunities
- Represent CODE at the INGO Forum meetings
- Represent CODE with UN agencies present in country
- Writes communications pieces for CODE's website, Annual report, newsletters and other communication materials.
- Performs administrative duties consistent with CODE's corporate policies and practices.

## **POSITION QUALIFICATIONS**

### **Essential**

- Commitment to CODE's vision of supporting a sustainable literate environment in the developing world
- 3 to 5 years' experience as Country Representative or Country Director, or extensive experience as a Program Manager, and Project Management experience
- English fluency
- Strong writing skills with experience in proposal and report writing
- Experience managing timelines and budgets
- Excellent interpersonal, problem solving and communication skills
- Innovative and creative thinker
- Demonstrated ability to get things done
- Strong work ethic and be able to work well independently as well as be part of a team
- Experience living and working in a developing context (preferably Sierra Leone)
- Experience managing education-based and/or literacy programming in a developing context (experience working with GAC, World Bank, UNICEF, etc.)
- Experience in developing donor relationships and attaining new funding opportunities

**Application deadline:** Send your curriculum vitae (CV) and cover letter to [jobs@code.ngo](mailto:jobs@code.ngo) by Monday, March 8, 2021.

**NOTE:** *Candidates must have the right to work in Sierra Leone.*

[www.code.ngo](http://www.code.ngo)