



JOB VACANCY

Position Title: Project Manager

Location: Sierra Leone - Freetown

Reports To: Country Representative

Supervises: N/A

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.

CODE's programs address the severe shortage of qualified educators, drive sustainable change through system reform and put the empowerment of girls and women at the heart of CODE's programs. The **Project Manager** is a leader with experience achieving results in these areas.

Under the direction of the Sierra Leone Country Representative, The **Project Manager** will be the lead focal point for project management support to CODE's programs. The **Project Manager** is responsible for managing and monitoring program implementation, reporting, and pursuing program development opportunities in accordance with CODE's Strategic Plan. This includes managing project data collection, analysis and reporting; coordinating donor reporting and ensuring contractual compliance; and engaging with the local partner for day to day implementation.

The **Project Manager** will work closely with the local partners to develop clear workplans, budgets, and monitoring plans to ensure proper implementation and for the project to reach all objectives.

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.
- Guide ongoing program development.

Management and Reporting

- Responsible for management of the project through regular communications with the local partner
- Maintains communication with all stakeholders 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 partners as required
- Develops project and program cash flows and expenditures
- Produces quarterly (or semi-annual) narrative reports for the project, through coordinating the various partner implementing components of the project

Represent CODE

- Meet with relevant stakeholders for representing CODE and the project
- 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
- 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
- 5 to 8 years' experience as a Project Management
- English fluency essential, both written and oral
- 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
- Experience in developing donor relationships and attaining new funding opportunities

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

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