



Sierra Leone Association of Journalists

1st Floor, 56 Campbell Street, Freetown, Sierra Leone P.M.B. 724,

Website: www.slajsl.org; Email: slaj.salone@gmail.com

President: +232 76 470288 / +232 30 470288, **Secretary-General:** +232 78 445300



VACANCY NOTICE

The Sierra Leone Association of Journalists (SLAJ) seeks to appoint an **EXECUTIVE SECRETARY**, a person with wide experience in administrative and project matters.

Reports to – President of SLAJ

Qualification and Experience

Applicants should have at least a postgraduate degree in a relevant area, including Masters in Business Administration (MBA), Master in Public Administration (MPA) or Management, Master of Arts, Master in Media and Development related courses from a recognized University with at least five (5) years post qualification experience at a senior management level in a well-established organization.

Responsibilities

The Executive Secretary shall be responsible to SLAJ for–

- the day-to-day administration of the affairs of the Association;
- the management of all the Association's projects and programmes
- the supervision and discipline of the staff of the Association;
- the recording and keeping of minutes of the meetings of the Association;
- the implementation of the Association's decisions, formulate agenda of meetings in consultation with the President and Secretary General, attend meetings and maintain proper minute books and records and certify copies of minutes that have been signed by the President and ensure that correct procedures are followed.

- assisting the Association to effectively comply with the provisions of the SLAJ Memorandum and Articles of Association and the SLAJ Code of Ethics.

- maintaining statutory records and registers of members of the Association.



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- taking a keen interest in the work of the Accounts Division to ensure strict probity and accountability according to rules and regulations laid down by the Association.
- maintaining effective working relationship with the Association, affiliate bodies and other media organisations.
- ensuring that the Association's decisions are communicated promptly to respective parties in consultation with the President
- liaising with the Association and Auditors to ensure full compliance with all legal, audit and financial obligations
- performing any other functions as the President may determine from time to time.

Candidates must be competent in the following areas:-

- Strong Organization and leadership skills
- Sound knowledge of media landscape related issues
- High level of interpersonal skills
- Sound knowledge of Human Resource Management
- Good grasp of corporate governance
- Outstanding written and oral communication skills and proven ability in use of English Language
- Highly computer literate.

AGE

Applicants must be between 25 and 45 years.

All applicants for the above positions should forward their applications and updated Curriculum Vitae including the names of three (3) referees not later than close of business on **Friday, 21st May 2021** to:



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The President
Sierra Leone Association of Journalists
56 Campbell Street
Freetown.

Note: Women are strongly encouraged to apply.

Only short listed candidates will be contacted.