



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 a **PROJECT OFFICER**, a person with wide experience in project matters.

Reports to – Executive Secretary, SLAJ

Qualification and Experience

Applicants should have at least a degree in project management or a related area with at least three (3) years post qualification experience at a senior management level in a well-established organization.

Responsibilities

The Project Officer shall be responsible to SLAJ to–

- Implement project activities in accordance with for the implementation of SLAJ and donor partners
- Work directly with key stakeholders and other institutions in project implementation
- Regular preparation of aggregate reports on activities, outputs and outcomes as well as project risks and issues
- Analyze and monitor progress and advise on timely corrective actions for proper operational projects delivery
- Logistic and administration support to project board and stakeholders' meetings
- Preparation and implementation of project procurement plan
- Support the Executive Secretary and Finance and Administrative staff in the management of project assets, facilities and logistical services
- Work with the Executive Secretary and Finance and Administrative staff to build a common understanding among key stakeholders on project management requirements/practices based on established policies and procedures
- Work with the Executive Secretary and Finance and Administrative staff to identify and analyze best practices and lessons learned directly linked to project
- Work closely with media development partners to facilitate media development through the preparation of concept notes and project proposals



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- Conduct field monitoring visit to assess project implementation
- Other duties as assigned and needed inherent to the position

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:

The President
Sierra Leone Association of Journalists
1st Floor, 56 Campbell Street
Freetown.

Note: Women are strongly encouraged to apply.

Only short listed candidates will be contacted.