

## CONSULTANCY VACANCY ANNOUNCEMENT

**Job title:** Consultant – Project Coordinator  
**Location:** Freetown, Sierra Leone  
**Contract Type:** Individual Consultant  
**Duty Location:** UNFPA Country Office, Freetown, Sierra Leone  
**Duration:** 8 Months (1 April – 30 November 2022)

### The Purpose:

Project coordinator - Working full time to support, coordinate, and ensure the quality, and the implementation of the United Nations Partnership on the Rights of Persons with Disability (UNPRPD) funded project on disability inclusion within Sierra Leone.

You will be under the direct supervision of the UNFPA Gender Specialist and with oversight of the Gender and Rights Specialist.

### Outcomes of the Project:

The Expected Project Outcomes are:

- Outcome 1. The capacity of national stakeholders, especially of key duty bearers and rights holders, is enhanced, to ensure more effective contributions towards disability-inclusive policies, systems and - for the implementation of the CRPD and SDGs
- Outcome 2. Gaps in the achievement of essential building blocks or preconditions to CPRD implementation in development and humanitarian programs are addressed
- Outcome 3. National development and humanitarian plans, budgets, programs, and monitoring processes are disability-inclusive

These outcomes will be realized through eight discrete project activities that include capacity-building events, a multi-stakeholder coordination mechanism, and the operationalization of a Disability Fund.

The Project Coordinator will be responsible for:

- Ensuring strong and effective coordination of the UNPRPD project at national and district levels among a range of government and CSO partners
- Maintaining good communication within the UN team (RCO, UNDP, UNFPA, and UNICEF) by compiling periodic reports, and responding to requests in a timely manner.
- Providing technical inputs to government partners to ensure high-quality implementation of the UNPRPD project on disability inclusion
- Providing technical support to the UNFPA country office to incorporate disability across programme areas to complement the UNPRPD project implementation

- Developing detailed annual work and budget plans based on the approved overall work plan
- Making schedules for project activities listed in the annual work plans and communicating them to partners to ensure all activities are completed on time; ensure timely and duly coordination of the project and implementation of all activities in accordance with the Project guidelines
- Working with communications staff to guide the production of project communications materials and the organization of key project events.
- Providing secretariat support for project Steering Committee meetings.
- Preparing monthly, quarterly, and annual activity progress and financial reports and ensuring the accuracy and timely submission of these reports to the donor and the UN implementing agencies.
- Compiling and maintaining project reports and knowledge products from all UN partners and minutes of all meetings
- Any other tasks assigned by the Team lead to achieving the project objectives

### **Deliverables:**

The Project Coordinator will lead in preparing quarterly, bi-annual, and the end of year reports for the Donor

- Support the Ministry of Social Welfare to do quarterly reports
- Compile the bi-annual and annual reports for the three implementing agencies

Write minutes of all meetings; steering committee, Regional coordination, Programme etc.

### **Qualifications and Experience:**

#### Education

- A post-graduate degree in social sciences, public health, development studies, or similar field

#### Experience

- At least 5 years experience working on disability inclusion or similar programs working to advance rights and opportunities for disadvantaged/vulnerable groups in Sierra Leone.
- Experience in working with various partners, especially CSOs, and working with international and national experts to implement project activities.
- Experience in programme planning, design, follow-up, report writing, monitoring, and evaluation of projects in accordance with work plans.
- Experience in project coordination and management, including information flow to various partners and project visibility.
- Good time management, organizational, and writing skills
- Must have carried out a similar assignment for a like-minded organization.
- Proficiency in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint

- Experience working with a UN entity in Sierra Leone would be an advantage.

### Language and other competencies:

- Proficient in spoken and written English
- Excellent writing and communication skills
- Proficient in use of Microsoft applications (especially Word, PowerPoint)

### Required Competencies:

<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Exemplifying integrity,</li> <li>• Demonstrating commitment to UNFPA and the UN system,</li> <li>• Embracing cultural diversity,</li> <li>• Embracing change</li> </ul>	<p><b>Functional Competencies:</b></p> <ul style="list-style-type: none"> <li>• Strategically positioning UNFPA programme</li> <li>• Providing conceptual innovation to support programme effectiveness</li> <li>• Generating, managing, and promoting the use of knowledge and information</li> <li>• Facilitating quality programmatic results</li> </ul>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li>• Achieving results,</li> <li>• Being accountable,</li> <li>• Developing and applying professional expertise/business acumen,</li> <li>• Thinking analytically and strategically,</li> <li>• Working in teams/managing ourselves and our relationships,</li> <li>• Communicating for impact</li> </ul>	

### Compensation:

The compensation for this position is a monthly remuneration at the prevailing UN Consultancy scale

### Mode of application:

Interested candidates are invited to apply to the email address [sierra-leone.office@unfpa.org](mailto:sierra-leone.office@unfpa.org) not later than 10 March 2022 including:

- Motivational letter
- CV (including working experience and references)
- Copy of certificate(s)

Only shortlisted candidates will be contacted

### UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork,

Embracing diversity in all its forms, integrity, and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and to promoting opportunities for all.

We, therefore, encourage women and persons with disabilities to apply.

**Disclaimer:**

UNFPA does not charge any application, processing, training, interviewing, testing, or other fees in connection with the application or recruitment process. Fraudulent notices, letters, or offers may be submitted to the UNFPA