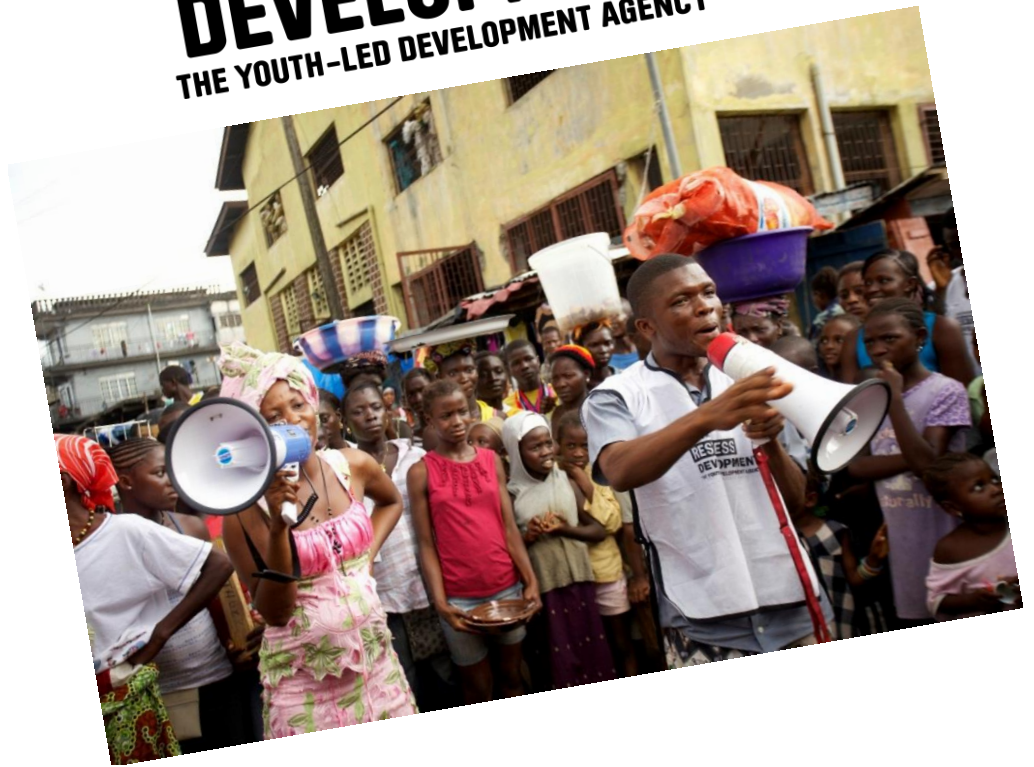


RESTLESS DEVELOPMENT

THE YOUTH-LED DEVELOPMENT AGENCY



NATIONAL PROGRAMME COORDINATOR

ABOUT RESTLESS DEVELOPMENT

Restless Development Sierra Leone is the leader in youth development in the country. Through placing young people at the forefront of the development process, in the fight against HIV and AIDS, in tackling youth exclusion and increasing the voice of young people within the development context as well as increasing young people's access to livelihood opportunities, Restless Development is becoming increasingly recognized both Nationally and Internationally. Restless Development Sierra Leone operates a number of programmes which sees trained young people placed in schools, universities and communities working with their fellow youth to increase knowledge on key issues and to build young people's life skills to enable them to make positive changes to their behaviour. Restless Development works in close partnership with the Ministry of Youth and Sports (MYS) collaborating to implement this youth-led model of development as part of the national response to HIV and AIDS, civic participation, livelihoods, partnering with government, the National AIDS Secretariat, UNAIDS and other civil society organisations to achieve its agenda. Restless Development Sierra Leone is a locally registered International NGO with a local board of Trustees affiliated to Restless Development International whose Head Office is in the UK.

Under direct supervision of the Programme Manager, the National Programme Coordinator will manage the overall implementation and management of U-report in the 14 districts of Sierra Leone. In addition, s/he will promote accountability for resource use and document, provide feedback on and disseminate lessons learnt.

For more information on Restless Development's mission, values and work, please visit: www.restlessdevelopment.org.

**RESTLESS
DEVELOPMENT**

ABOUT THE ROLE

Job title	National Programme Coordinator
Location	Freetown, Sierra Leone
Salary	SLL82,312,095 gross per annum
Visa requirements	Must have the right to work in Sierra Leone
Reports to	Programme Manager
Travel	Expected travel to the 13 operational districts regularly
Duration	11 months with possibility of extension pending on funding and performance
Start date	April 1 st 2017

KEY PRIORITIES

You will focus on the following areas:

Media engagement to disseminate information on U-report across the country

- Prepare and promote factsheets on U-report.
- Develop advocacy messages on U-report
- Establish relationship with media house in all district
- Get up to date data base of all media houses
- Lead the production of radio messages for the bi weekly radio discussion
- Coordinate the bi-weekly radio discussion across the country
- Write blogs and newspaper articles.
- Establish and maintain relationship with media houses for the popularization of U-report activities in all districts
- Work with the Program Manager to develop IEC materials for beneficiaries and the public
- Support the production of marketing and communication tools on U-report activities at national level

Assist in the designing of tools and system to measure the impact of the U-report activities is captured.

- Conduct monthly visits to communities, monitor progress and update the Program Manager and the M&E Unit accordingly.
- Provide timely and high quality consolidated monthly progress report to the Program Manager
- Work with the Program Manager to design relevant tools in the implementation of the U-report Project.
- Support in presenting and disseminating monitoring and evaluation findings to appropriate stakeholders, including UNICEF.
- Ensure field staff produce case studies on a case by case basis on the beneficiaries of the project.
- Support the RM&E unit to monitor programs implementation in all chiefdoms
- Support quality and timely quarterly report writing and submission to UNICEF

Cultivate partnership with key line ministries and other organisations at the national level





- Cultivate relationship with line ministry and other organisation at national level to ensure their involvement in the U-report activities
- Lead in the rollout of U-report activity plan in all 149 chiefdoms
- Lead the production of quarterly brief for partners and line ministry -newsletter production.
- Lead on the development of comprehensive data base of key partners.
- Support the U-report steering committee in coordinating U-report activities within the country
- Hold regular meeting with the U-Report steering committee members

Other

- Share expertise to other staff during staff forum and meetings.
- You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted.

ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with our Values.

Values	Behaviours	What we expect of the National Programme Coordinator
 HEART We are who we serve. We are brave.	Values-led	Supports managers to embed a values led culture within their team. Uses values to guide decision making and group actions.
	Innovation	Is driven to generate ideas which continually improve ways of working, involving others in problem solving. Adapts style to cope with and support others through change.
 HEAD We are 100% professional. We prove that young people can	Delivers Quality	Strives for continual improvement against individual goals, seeking opportunities to maximise their contribution to team priorities. Supports others to deliver quality and improve their work. Takes ownership for ensuring value-for-money in the areas for which they
	Decision-Making	With guidance, takes ownership for programme elements and/or internal processes. Considers underlying issues and Restless Values when making operational decisions.
 VOICE We generate leaders. We are proud to carry the banner for youth-led development.	Leadership	Confidently leads programme elements and/or internal processes. Will typically manage one or more junior staff members and is seen as a leader amongst their peers.
	People Development	Regularly seeks feedback and evaluates own performance, creating opportunities for personal development. Develops others through proactive sharing of knowledge, skills and opportunities.
 HANDS We are in it together. We listen and learn.	Effective Communication	Confidently adapts their communication style to suit their audience. Is able to influence others to build shared understanding.
	Collaboration	Seeks opportunities to collaboratively deliver quality against team goals by building strong relationships with colleagues from across the organisation. Works with external partners to maximise mutual benefits.

SKILLS AND EXPERIENCE

Essential	<ul style="list-style-type: none"> • University degree in relevant field of study (e.g. Development, social science, health promotion, statistics, Mass Communication) • At least 3 years of experience working in media engagement, including implementation of systems and tools, data analysis and report writing • IT literate, in particular, ability to use Microsoft office word, Excel, Publisher & Powerpoint • Awareness and demonstrable knowledge of social mobilization issues and their relevance in development • Excellent written and oral communication skills with the ability to effectively challenge issues • Ability both to work on own initiative without supervision, and within a team environment. • A strong personal commitment to the values, aims and methods of Restless Developmental work in Sierra Leone. • Experience working in a communication related field
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Desirable	<ul style="list-style-type: none"> • Experience as a volunteer with Restless Development or other organisation desirable • Experience in social media management will be an added advantage • Experience of working within Communication and/or leading Communication team within development sector in Sierra Leone • Experience in proposal development, budget preparation, and donor report writing • Understanding of development issues affecting young people in Sierra Leone • Organizational, problem solving and decision making skills
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WHAT WE DO FOR YOU

Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. The salary is inclusive of the statutory benefits, such as 15% rent allowance, 5% food allowance, 12% leave allowance and 5% transport allowance.

Local Health Scheme

Restless Development Sierra Leone will pay for a subscription to our internal medical insurance cover for you to attend a health clinic or doctor recommended by the Charity. It will be subject to review at the Charity's discretion.

Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

Work-life balance

It goes without saying that we work hard, at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

Professional development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

KEY DATES

- An application form can be requested via slrecruitment@restlessdevelopment.org or on our website. Please complete and return the application form to slrecruitment@restlessdevelopment.org by **Tuesday 21st March, 2017 at 5:30pm**. Please note that we do not accept CVs, resumes or covering letters.