



Vacancy

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In the framework of the European Union funded technical assistance project “Technical assistance in Sierra Leone in the areas of Civil Service Reform, Parliament and the electoral cycle, reference EuropeAid/138958/DH/SER/SL” we are looking for:

CAPACITY BUILDING EXPERTS (2) - FOR THE OFFICE OF THE CLERK OF SIERRA LEONE PARLIAMENT

- Expected Start date:** Early August, 2019
- Number of positions/experts:** 2 with 1 serving as Team Leader
- Location(s) of assignment:** Experts will work from their offices. No field mission is foreseen outside of Freetown, Sierra Leone
- Number of work days:** 30 work days per expert
- Responsibility:** The requested services will involve working closely with the Clerk of Parliament (and DePAC) under the guidance of the Long-Term Key Expert for the Component.

The specific tasks will include:

- a) Meeting and coordination with Parliament and the PMU at the start of the mission – including one start-up meeting and then ongoing coordination with Parliament as well as the PMU throughout the mission.
- b) A comprehensive desk review of the relevant literature related to the SL Parliament and the workings of the Office of Clerk of Parliament.
- c) A review and analysis of capacity assessment of the staff under the Office of the Clerk in relation to the specific objective.
- d) Following consultations with the staff under the COP’s office and DePAC, develop a training plan, modules and notes for conducting the capacity building of the identified staff. This should cover, as a minimum, the following areas:
 - Managing space and diary of the Clerk- Training for the Principal Assist to the office of the Clerk.
 - Training on filing system in the office of the Clerk

- Planning briefings for the Clerk
 - Financial Management Training for the Clerk
 - Training on Speakers briefing
 - Training for the secretaries to the Clerk on report and minutes writing
 - Using ICT to develop daily schedule for the Clerk of Parliament
- e) Conduct tailor made trainings for the staff of the COP and accompany them in implementing on a hands-on basis in their workspace.
- f) Produce reference materials that the beneficiaries of the capacity building initiatives can use beyond the training time.

Qualifications and skills:

- Advanced university degree in law, human rights, political science or related field.
- Proven team leadership, team coordination and client liaison abilities – for the team leader.

General professional experience:

- Minimum of 10 years of relevant professional experience.
- Proven experience in conducting sector specific trainings and capacity building focusing on the areas outlined in this mission.

Specific professional experience:

- Proven knowledge and experience in providing the type of anticipated training for corporate organisations, Parliament, MDAs or similar in Sierra Leone is essential.
- Proven experience in the area of institutional strengthening through policy advice/analysis in Sierra Leone is essential.
- Extensive knowledge and experience in providing trainings, mentorship and capacity building in administration and office management in Sierra Leone is essential.
- Proven knowledge and experience of organisational development and change management is essential.
- Knowledge of democratic governance policy imperatives in sub-Saharan Africa is considered an asset, especially in Parliamentary Administrative & Management.

The expert should have the following skills and competences:

- Excellent communication skills and fluent in spoken and written English;
- Excellent analytical competence and interview skills;
- Active listening skills and strong report writing skills;
- Ability to operate within a multi-sectoral and multi-cultural context;
- Sound knowledge of modern Parliamentary function and an understanding of theory and practice of Parliamentary Committees.

Please send your CV, cover letter, copies of relevant certificate & employers' references to Mr Orison Chabonda: orisonc@yahoo.com and Mrs Finda Fraser: findafraser@googlemail.com. Closing date for submission of CVs 31st July, 2019. Please note that only short-listed candidates will be contacted.