



OFFICE OF THE CLERK OF PARLIAMENT
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE
PARLIAMENT BUILDING
O&U DRIVE, TOWER HILL
FREETOWN
E-mail: apply@parliament.gov.sl



Job Title: Gender Programme Officer
Job Grade: 7
Institution: Parliament
Location: Parliament Building, Tower Hill, Freetown
Reports to: Director Parliamentary Assistant Coordinator
Supervises: (No supervisory role)

JOB DESCRIPTION

The Gender Programme Officer will substantively contribute to the design of Parliament strategies and effective management of parliamentary activities to support in their joint responsibilities for ensuring the success of the Gender programme and to manage all activities associated with implementing the Gender Equality. The Gender Programme Officer is expected to understand Policies and programme approach; understand the intersections among gender inequality and how the gender programme fits into parliamentary approach. She/he will analyse and assess relevant Political, social and economic trends and provide substantive inputs to project formulation, implementation and evaluation, joint programming initiatives and national or international development frameworks. She/he will also guide and facilitate the delivery of programmes on gender equality; practices issues by monitoring results achieved during implementation.

MAIN DUTIES AND RESPONSIBILITIES:

- Drafts, or oversees drafting, final editing and submission of work plans, quarterly and other reports with minimal substance guidance; edits work of Program.
- Develops program concepts and leads strategic program objectives, results and indicators, as well as program strategy.
- Leads work plan discussions; manages process for work plan drafting and submission



OFFICE OF THE CLERK OF PARLIAMENT
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE
PARLIAMENT BUILDING
O&U DRIVE, TOWER HILL
FREETOWN
E-mail: apply@parliament.gov.sl



- Manages overall strategy and vision for designated led programs or initiatives; provides advice to Director on status and progress handles all aspects of program management; anticipates and plans for programmatic needs and takes action accordingly; provides guidance to staff in this area; oversees programmatic progress and measures program performance, timing and results; conducts assessments
- Serves as a point of contact for designated, initiates and maintains relations with peer group(s) network of partners and key champions; cultivates successful relationships with funders.
- Represents Parliament at local conferences and meetings with policy and research organizations, donors, funders and members of the foreign policy community to assist with public outreach.
- Lends support to Director by providing effective coordination of multiple grants with multiple programs and reconciliations; oversees appropriate application of allowable costs; ensures that they stay within budget limits; anticipates and successfully addresses costs and overages, and implements solutions to budget variances; guides other staff regarding structures and mechanisms; engages funding agencies for new funds and extensions
- Provide technical advice, training or participate in assessments, conferences or forums; and to negotiate with key program contacts, political leaders, donors and others
- Provides support on gender, women and democracy for local and regional program conferences, workshops and meetings; organizes multi-sector major workshops.
- Ensures appropriate implementation of values and policies; identifies development opportunities for Program and Direction
- Maintains collaborative relationships with local and international democratic development organizations, civic organizations and network of volunteer trainers and experts; acts as back-up to team members not present.



OFFICE OF THE CLERK OF PARLIAMENT
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE
PARLIAMENT BUILDING
O&U DRIVE, TOWER HILL
FREETOWN
E-mail: apply@parliament.gov.sl



JOB SPECIFICATION AND REQUIREMENT

Educational/Professional Qualification

Qualifications:

- Bachelor's degree preferably in Gender Studies; or, if not, in Political Science, International Relations or a related subject with a significant gender component. Additional years of relevant work experience may be substituted for educational requirement

Experience

- A minimum of four (4) years of relevant work experience in gender, women and democracy, or in areas relevant to gender, women and democracy, such as local and international development, working with women's rights organizations, organizational development; or equivalent experience
- Experience in program management and working with multi-national, multicultural, and dispersed teams
- Demonstrated knowledge and/or competency in gender approaches, gender analysis and gender mainstreaming
- Ability to analyze political work, to think innovatively and introduce new concepts
- Excellent interpersonal skills and cultural sensitivity to effectively interact with all levels of staff, women in politics, partner organizations; foreign government personnel, members of donor organizations, and policy makers
- Excellent oral communications skills to effectively present information, respond to questions and communicate new or difficult concepts to experts and non-experts alike
- Exceptional writing skills, clear and persuasive with little to no editing needed from Director
- Capacity to work both independently and under pressure



OFFICE OF THE CLERK OF PARLIAMENT
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE
PARLIAMENT BUILDING
O&U DRIVE, TOWER HILL
FREETOWN



E-mail: apply@parliament.gov.sl

- Experience managing multiple projects and deadlines
- Strong negotiating skills
- Ability to provide guidance and mentorship to less experienced staff
- Working knowledge of computer-based word processing and spreadsheet applications