



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: Programme Officer
Job Grade: 7
Institution: Parliament
Location: Parliament Building, Tower Hill, Freetown
Reports to: Director Parliamentary Assistant Coordinator
Supervises:

JOB PURPOSE

Programme Officer must be able to complete various tasks in meeting the demands of this position.

MAIN DUTIES AND RESPONSIBILITIES

Develop Program Initiatives and Project Outlines

- The main responsibility of a Program Officer is to oversee the development of an organization's programs. This includes staff development, project management, implementation and daily management of activities.

Oversee Funds and Budgets

- It is up to the Program Officer to create budgets for project costs and program expenditures. They work closely with other managers, vendors and financial supporters in developing, maintaining and ensuring adherence to budgets. This responsibility also includes reviewing grant proposals.

Form Relationships with Other Organizations

- It is the duty of a Program Officer to build and maintain partnerships and relationships with other organizations, such as nonprofits, federal agencies and community organizations, in order to expand resources, raise funding and educate the public about the work of a particular foundation.

Generate Program Reports

- The Program Officer keeps a foundation or nonprofit organization informed about program development and ongoing activities by supplying reports. These reports might be generated weekly, monthly or quarterly.



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JOB SPECIFICATION/REQUIREMENTS

I. Educational/Professional Qualification

- Degree in Social Sciences from a recognised University

SKILLS

- A successful Programme Officer will display strong interpersonal, communication and organizational skills.
- Programme officer should be outgoing individual who is comfortable working in a team-oriented setting and possesses the ability to work with a diverse group of people.
- A Programme officer should be analytical multi-taskers who consistently meet deadlines and adapt well to change over the scope of a project or program.
- In addition to these specific professional and personal traits, potential employers might seek Program Officers who display the following skills.

Based on job listings and other sources Program Officers must focus on the following.

- Understanding Parliament goals and objectives and creating programs that adhere to these guidelines
- Implementing programs and projects to help Parliament meet its goals and objectives
- Apply project management knowledge regarding development, staffing, budgeting and scheduling
- Researching grant proposals and funding opportunities
- Developing relationships with various community, governmental and other nonprofit organizations to raise funds and awareness and build resources
- Fluency in a second language
- Knowledge of MS Word and Excel
- Strong understanding of financial management concepts

Experience

- Minimum 5 years work experience