**Gola Rainforest Conservation LG**



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Kenema

Sierra Leone

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**EXTERNAL VACANCY ANNOUNCEMENT**

Gola Rain Forest Conservation (GRC) an environmental conservation organization in Sierra Leone with its Head Office based in Kenema is recruiting for the following position;

**Job title:**  **Project Coordinator in Country**

**JOA Cocoa’s Sweet Spot project**

**Reports to:** Head of Gola/ Project Manager

**Supervises:** All project staffs

**Position Purpose:**

Oversee the implementation of the JOA Cocoa’s Sweet Spot project implemented in the 2 implementation Chiefdoms Malema and Gaura. Ensure the participation of the targeted communities and other stakeholders in the Gola Landscape to generate tangible results of the proposed piloting on cocoa agroforestry on farms. Supervise and guide all project staff for effective project implementation and ensure coordination and logistics are in place for all in country planned activities. Provide logistic support to ICRAF and RSPB scientist for in country activities. Coordinate with all other stakeholders in the Gola Landscape. Together with project manager implement, coordinate, monitor, and report on the JOA project to GRC-LG and JOA. Support the preparation of the roll out plan for positive results from the pilot project to all interested cocoa farmers in the Gola landscape after EOP.

**Responsibilities:**

* Organize logistical support and assist in development and implementation of management & reporting systems for JOA project staff and to ensure appropriate livelihood strengthening interventions are implemented timely and within budget.
* Assist in development and implementation of management & reporting systems for JOA project staff to ensure pilot activities are implemented and monitored effectively, on time and within budget.
* In collaboration with the Project manager ensure logistical support to the ICRAF and RSPB scientist when in country and ongoing communication during the full length of the consultancy period on data collection, training and M&E. Ensure data collection and monitoring activities are facilitated, communicated and reported on.
* Ensure timely feedback from ICRAF staff involved through regular correspondence and online meetings.
* In collaboration with the Project Manager, facilitate capacity building training workshops for Project staff in selected project themes.
* In collaboration with the Project Manager, develop a monitoring and evaluation framework for the JOA project interventions.
* With guidance and supervision from the Project Manager, ensure the alignment with other GRCLG Project's targets and objectives where possible.
* Assist Project Manager in ensuring the project complies with all donor requirements.
* The provision of efficient logistical support to:
	+ Project/partner/staff performance evaluations
	+ Support the development, implementation and monitoring of information management systems.
	+ Coordinate with Finance manager on all operational expenditures to ensure alignment with approved budgets and donor requirements.
* Guide on the establishment and maintenance of community support groups in the project implementation areas.
* Support the review of documentation from the field and identify key issue, gaps, support needed to the field staff as well as training needs and report any acute issues or problems to the project manager.
* Conduct project monitoring visits and provide technical support to the field team.
* Compile program wide achievements for reporting to Project Management
* Responsible to report all internal and external biodiversity conservation issues linked to the project to the Project Manager.
* Undertake any other duties within one’s capacity as requested by the Project Manager.

**Essential Requirements:**

* BSc., BA in either of the Sciences: Forestry, Agriculture, Horticulture, Social Work/Sociology, and Cultural Studies or other relevant fields.
* At least 3-5 year work experience on community development, livelihood strategies and small holder farm development with conservation perspectives and some years in project administration.
* Extensive field experience in working with communities and conducting needs assessment and development action plans.
* Excellent reporting skills and use of computer software for M&E, reporting and presentations and/or willing to learn
* Excellent, interpersonal and communication skills, with fluency in written and spoken English, Mende and Krio.
* Proven organizational and problem solving and analytical skills.
* Good negotiating and advocacy skills
* Sensitive to cultural issues of diverse settings
* Training and facilitation skills
* An understanding of participatory and conservation GAP techniques
* Community mobilisation skills

**Desirable Requirements:**

**Accountability:**

* Is accountable for making decisions, manages human resources efficiently, achieves partners’ mandates in close coordination with the Project Manager
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to comment and propose improvements to the project defined implementation guidelines, providing the necessary development to improve performance and applying appropriate consequences when performance is lacking

**Ambition:**

* Takes responsibility for staff and beneficiary development and encourages others to do so.
* Widely shares the vision for the greater Gola Landscape and engages and motivates others.
* Strategic thinker with a vision including the impact of project outcomes after project.

**Collaboration:**

* Builds and maintains effective relationships, with the team, colleagues, and project partners and supporters.
* Values diversity, sees it as a source of competitive strength.
* Approachable, good listener, easy to talk to, and open minded in discussions.

**Creativity:**

* Supports and encourages new and innovative solutions and shares ideas on how to achieve these.
* Does not hesitate to share ideas for improvement with project management and supervisors.

**Integrity:**

* Honest, encourages openness and transparency

**How to apply?**

Applications (Cover Letter, Curriculum Vitae and photocopies of other supporting documents) must be sent to:

“The Superintendent Admin/HR

Gola Rainforest Conservation-LG Office,

164 Dama Road, Kenema”,

or send by email to (**akannehhregtc@gmail.com****)**

**and** **Alfonso.Box@rspb.org.uk** **and** **David.Atuobi@rspb.org.uk**

**Deadline for submission of applications is on 22ndNovember 2023**

**GRC is an Equal Opportunity Employer and WOMEN are strongly encouraged to Apply**