



TALENTED YOUNG PEOPLE EVERYWHERE SIERRA LEONE (TYPE-SL)

34 Cannieshire Drive CRS Grafton, Freetown, Sub Offices

Email: t.youngpeople@yahoo.co.uk/talentedyoungpeopleeverywhere@gmail.com

Web Site: www.typesl.org

Mobile phone: +232-76-634-340/+232 -78-248-008/ +232-31-420-650

February 1st , 2023, edition Publish on 2nd /1/2023.

Background

Talented Young People Everywhere Sierra Leone (TYPE-SL) mission strives towards enhancing and sustaining long-lasting improvements in the quality lifestyle of children, youths, women, and deprived communities in Sierra Leone through inclusive participatory actions that cut across culture, religion, gender, age or social class. Across contexts, TYPE-SL is committed to delivering innovative, high-impact programs tailored to promote self-reliance, unravel potentials, and maximize the welfare and protection of children, women, youths, and underserved communities. We are currently implementing **the NEW FINANCE MODEL III (NFM3 SLE-Z-CRS) and the COVID-19 RM GRANT** from CRS funded by the Global Fund in Port Loko and Kambia Districts respectively.

Position Summary: TYPE-SL is seeking a Monitoring, Evaluation Officer Director, five (5) Field Agent and One (1) Finance Officer to work with these two projects to improve health outcomes, through strengthening Support to Communities towards the Elimination of Malaria, TB, and HIV/AIDS and to also enhance social mobilization to reduce the impact of COVID19 on HIV testing, TB screening, Malaria testing and treatment in Sierra Leone. The M&E Officer and Field Agents will work under the direct supervision of the Program Manager while the Finance Officer will be supervised by Finance's Manager

Position Title	Finance Officer
Location	Freetown
Duration	12 Months with possible Extension
No. of Position	1
Line Manage by	Finance Manager
Roles and responsibilities	
<ul style="list-style-type: none"> ➤ Closely monitor all financial activities and keep the Finance Manager and other management staff advised of all situations which may impact on internal controls or financial performance. 	

- Assisting in the overall financial operations and accounting procedures; ensuring timely and accurate record keeping and reporting
- Payment requests reviews, requests for additional information, and ensure that payments with the Finance team continue to move through proscribed process.
- Prepare monthly financial reports for the Finance Manager, including expenditures by cost center/project and other financial information, in a timely and accurate manner. Review budgets with actuals reports to ensure adherence to restrictions online item flexibility and stated restrictions on accepted costs.
- Provide overall grant management support and ensure compliance with the accounting and auditing requirements.
Maintain adequate filing system of financial documents in collaboration with the finance assistant.
- Support the Finance Manager to ensure monthly cash forecast/requirements are compiled for all departments.
- Support programme teams for financial accounting, monitoring, and reporting systems in line.
- Prepare pay roll.

Qualification and Experience: Bachelor of Science Degree in Applied Accounting, or Accounting and Finance with three years of work experience in health project

Position Title	Monitoring & Evaluation Officer
Location	Freetown
Duration	12 Months with possible Extension
No. of Position	1
Project Title	NFM3 Grant
Line Manage by	Program Manager

Roles and responsibilities

- Develop comprehensive Monitoring and Evaluation framework, plans, tools/instruments and database which are in compliance with donor standards.
- Develop and implement project monitoring plans.
- Work with Field Agents to ensure that accurate data is collected and syce.
- Ensure quality control of data and information collected, through the development and/or review of tools for the data collection
- Ensure that the purpose of the M&E framework is being achieved and enabling decision-making on the project progression and development.
- Ensure high-quality implementation, in close collaboration with the Project Manager, and consistency in protocols, information and reporting system.
- Document and disseminate results and best practices on project related lessons learnt to inform decision making
- Ensure timely and high-quality monitoring and evaluation reports are produced.
- Identify data sources for capturing project performance and impact indicators, in conjunction with the project team.
- Prepare regular M&E project reports and assist in the preparation of project monthly, quarterly and annual reports.

- Report results of M&E activities by providing written documentation about progress toward achieving indicators/targets, as appropriate.
- Collect and authenticate all information sheets (beneficiary lists, registration forms, distribution lists, and others) for delivery of intervention services.
- Provide regular and timely feedback on project progress against planned activities, outputs and results.
- Ensure capacity building by regularly training of field staff to improved program monitoring and evaluation.
- Provide technical leadership in operational studies (baseline, mid-term, final evaluations, case studies,) and projects research processes.
- Ensure quality of data through data verification procedures, including routine data quality audits.
- Perform other duties assigned by the supervisor.
- Recommend changes to the project scope, project schedule, and project costs to the upper management and adjust accordingly, observing donor and policies and procedures.
- Set deadlines, assign responsibilities to project team members, monitor progress of individual work plans
- Prepare monthly quality narrative progress reports for upper management.
- Monitor project performance work plan
- Anticipate risks involved in a particular project activity and managing these risks through structured approaches
- Lead and facilitate project knowledge building and management in collaboration with the Program Manager
- Provide relevant project data to donor when requested by management and donor

Qualification and Experience: Bachelor of Science Degree in Economics or another related field with three years of work experience in health project

Position Title	Monitoring & Evaluation Officer
Location	Freetown
Duration	11 Months
No. of Position	1
Project Title	COVID-19 (C-19 RM) Grant
Line Manage by	Program Manager
Roles and responsibilities	
<ul style="list-style-type: none"> ➤ Develop comprehensive Monitoring and Evaluation framework, plans, tools/instruments and database which are in compliance with donor standards. ➤ Develop and implement project monitoring plans. ➤ Work with Field Agents to ensure that accurate data is collected and syce. ➤ Ensure quality control of data and information collected, through the development and/or review of tools for the data collection ➤ Ensure that the purpose of the M&E framework is being achieved and enabling decision-making on the project progression and development. ➤ Ensure high-quality implementation, in close collaboration with the Project Manager, and consistency in protocols, information and reporting system. 	

- Document and disseminate results and best practices on project related lessons learnt to inform decision making
- Ensure timely and high-quality monitoring and evaluation reports are produced.
- Identify data sources for capturing project performance and impact indicators, in conjunction with the project team.
- Prepare regular M&E project reports and assist in the preparation of project monthly, quarterly and annual reports.
- Report results of M&E activities by providing written documentation about progress toward achieving indicators/targets, as appropriate.
- Collect and authenticate all information sheets (beneficiary lists, registration forms, distribution lists, and others) for delivery of intervention services.
- Provide regular and timely feedback on project progress against planned activities, outputs and results.
- Ensure capacity building by regularly training of field staff to improved program monitoring and evaluation.
- Provide technical leadership in operational studies (baseline, mid-term, final evaluations, case studies,) and projects research processes.
- Ensure quality of data through data verification procedures, including routine data quality audits.
- Perform other duties assigned by the supervisor.
- Recommend changes to the project scope, project schedule, and project costs to the upper management and adjust accordingly, observing donor and policies and procedures.
- Set deadlines, assign responsibilities to project team members, monitor progress of individual work plans
- Prepare monthly quality narrative progress reports for upper management.
- Monitor project performance work plan
- Anticipate risks involved in a particular project activity and managing these risks through structured approaches
- Lead and facilitate project knowledge building and management in collaboration with the Program Manager
- Provide relevant project data to donor when requested by management and donor
- Frequent traveling to PortLoko and Kambia districts

Qualification and Experience: Bachelor of Science Degree in Economics or another related field with three years of work experience in health project.

Position Title	Field Agent
Location	Kambia District
Duration	11 Months
No. of Position	1
Project Title	COVID-19 (C-19 RM) Grant
Line Manage by	Program Manager

Roles and responsibilities

- Ability to use data collection software to collect, consolidate and submit monthly clinical data routinely from selected health facilities within PortLoko and Kambia districts.

- Meet all the deliverables and the deadline of the milestone which are set in the project timetable.
- Ensure that all the stages in the implementation procedure are going well.
- Responsible of the documentation data collection such as, videos, photos, successful stories, and any other needed documents with consent forms
- Attend all the meetings at the field level.
- Attending district-level meetings and writing a monthly report

Qualification and Experience: Diploma in Social Work or Community Development Studies or in any other related field with three years of work experience in health project. First degree will be an added advantage

Position Title	Field Agent
Location	PortLoko and Kambia District
Duration	12 Months
No. of Position	4
Project Title	NFM3 SLE-Z-CRS GRANT
Line Manage by	Program Manager

Roles and responsibilities

- Ability to use data collection software to collect, consolidate and submit monthly clinical data routinely from selected health facilities within PortLoko and Kambia districts.
- Meet all the deliverables and the deadline of the milestone which are set in the project timetable.
- Ensure that all the stages in the implementation procedure are going well.
- Responsible of the documentation data collection such as, videos, photos, successful stories, and any other needed documents with consent forms
- Attend all the meetings at the field level.
- Attending district-level meetings and writing a monthly report

Qualification and Experience: Diploma in Social Work or Community Development Studies or in any other related field with three years of work experience in health project. First degree will be an added advantage

Safeguarding Children and Young People and Gender Equality Inclusion is core to TYPE-SL operation, all would be shortlisted candidate for interview are require observing TYPE-SL Safeguarding standard during interview.

**All interested applicants are required to submit their CV with a cover letter to the Admin Officer via email: t.youngpeople@yahoo.co.uk on or before the 9th of February 2023 at 5:00 pm
Please note that only shortlisted candidates will be contacted.**