

**GOVERNMENT OF SIERRA LEONE: MINISTRY OF ENERGY & WATER
RESOURCES/SIERRA LEONE WATER COMPANY (SALWACO)**

VACANCY ANNOUNCEMENT

The Government of Sierra Leone has received funding from the African Development Bank (ADB) and OPEC Fund for International Development (OFID) for the rehabilitation of the Water Supply Systems in Bo, Makeni and Kenema towns.

The project aims at providing improved access to adequate, safe and reliable water supply and public sanitation services for the three cities and to enhance the institutional, operational and management capabilities of the Sierra Leone Water Company (SALWACO) the main provider for Water and Sanitation Services.

The Project has two broad objectives:

- (i) to improve access to safe water supply services in the cities of Bo, Makeni and Kenema, from current levels of less than 5% to 75% by 2015, through rebuilding of the existing infrastructure, and to improve sanitation in schools, health centres and other public places like markets and motor parks improving the current school sanitation situation from 500 pupils to 1 toilet compartment to 45 pupils to 1 toilet compartment (benefiting over 90,000 pupils); and
- (ii) to enhance the institutional capacity, overall operational performance and long-term financial viability of SALWACO through institutional and organizational reforms and, capacity building.

The Sierra Leone three Towns Water and Sanitation Project will be implemented through an in-house Project Implementation Unit of seven experts to be headed by the Project Coordinator.

Suitably qualified Sierra Leoneans are hereby requested to submit applications for the under-mentioned positions:

Job Number: SALWACO/ADB-001

Job Title: Financial Management Expert; Project Implementation Unit (PIU) – Sierra Leone Three Towns Water Supply and Sanitation Project.

Location: Makeni, Kenema & Bo, Sierra Leone

Job Location: Freetown, Sierra Leone

Reporting to: Project Coordinator

Job Tenure: Contract renewable based on performance

Start Date: March 2011

Core Responsibilities

The staff should have experience in design and development of accounting and budgeting systems for public enterprises.

The incumbent will:

- (i) Liaise with the Director of Finance in the exercise of his/her duties;
- (ii) Establish a sound accounting practice and systems to manage resources of the project;
- (iii) Develop budgetary control processes, design budget procedures and budget formats as per the regulations of government and the financier;
- (iv) Implement an effective and efficient cash flow management system.
- (v) Prepare Quarterly Interim Financial Report (IFR) in accordance to international accounting standards.
- (vi) Supervise other accountant staff seconded to the project.
- (vii) Prepare monthly report for internal audit and SALWACO Management.
- (viii) Perform such task as may be assigned from time to time.
- (ix) Reconcile all project accounts at the end of each month.
- (x) Develop mechanisms for the transfer of funds from the PIU to poor beneficiaries for connection and from treasury to PIU;
- (xi) Review the financial management system of Government agencies involved in the Program and make recommendations for optimal integration.
- (xii) Direct & advise on the establishment of billing & collection system.

Selection criteria: (skills, qualifications and professional experience)

- Fully qualified accountant (Corporate membership of recognized professional institution in the field of finance/accounting) with a minimum of 5 years professional experience.
- Knowledge in current international/national accounting standards and generally accepted procedures.
- Experience in usage of computers and internet is essential.

Job Number: SALWACO/ADB -002

Job Title: Institutional Development Expert; Project Implementation Unit (PIU) – Sierra Leone Three Towns Water Supply and Sanitation Project.

Location: Makeni, Kenema & Bo, Sierra Leone

Job Location: Freetown, Sierra Leone

Reporting to: Project Coordinator

Job Tenure: Contract renewable based on performance

Start Date: March 2011

Core Responsibilities

The incumbent shall incorporate more activities in the related field that are relevant to the job as required from time to time.

a) *Personnel management:*

- Assist SALWACO to recruit staff as necessary, from the open market including developing job descriptions, preparing advertisement, checking application forms, short listing, organizing interviews and processing placement of selected candidates.

b) *Capacity Building:*

- Assess SALWACO's specific training needs & organize training programs. On the basis of the assessment, work with sector heads to develop HR planning strategies, which consider immediate and long-term staff requirement in terms of numbers and skill levels;
- Develop annual training and development programmes that assist in implementation of UWSS projects and reforms;
- Develop and continually implement as necessary an effective induction programme, including orientation on the UWSS project.
- Prepare and/or review such manuals as necessary (Including Recruitment Policy and Manual; Training policy and manual; Financial management Policy; Fleet Management Policy etc.) to ensure proper management of SALWACO assets/resources.
- Establish HR information system in coordination with the IT officer and use it for planning and monitoring, updating information continually. Assess manpower requirement periodically, using the database.

The following are some of the expected deliverables:

- I. Comprehensive database of personnel information, within three months of joining;
- II. Annual /six monthly/quarterly training calendars
- III. Monthly report on human resource issues, suggestions for enhancing productivity and effectiveness.
- IV. The staff shall report directly to the DG and discuss the progress issues proactively with her/his designated supervisor (Project Coordinator).

Selection criteria: (skills, qualifications and professional experience)

- Ideally she/he shall possess a post graduate qualification in Personnel Management/HR from a reputed academic institution;
- About 5 years experience in the above-mentioned areas;
- Ability to work in a team with other professionals to gain insights to training needs on a continuous and sustained basis. Encourage staff to be open and willing to discuss individual problems and needs and assist in addressing day to day human resource management issues;
- Implementation support, facilitation and coordination skills;
- Dealing with other Govt. bodies/agencies, communities/local bodies/NGOs;
- Experience in usage of computers and internet will be preferred;
- Proven knowledge in Institutional reforms and institutional re-engineering.
- Functional in English and local language.

Job Number: SALWACO/ADB-003

Job Title: Monitoring and Evaluation Expert; Project Implementation Unit (PIU) – Sierra Leone Three Towns Water Supply and Sanitation Project.

Location: Makeni, Kenema & Bo, Sierra Leone

Job Location: Freetown, Sierra Leone

Reporting to: Project Coordinator

Job Tenure: Contract renewable based on performance

Start Date: March 2011

Core Responsibilities

- (i) Assess the Government's M&E procedures, indicators, and reports;
- (ii) Identify physical, institutional, and financial data to be analyzed to monitor sustainability and impact of project services, and achievement of an Action Program and Performance Criteria for development, and agree these with the Executing Agency;
- (iii) Establish an Investment Program Performance Monitoring System within the three months of loan effectiveness and submit it to AfDB
- (iv) Prepare a framework for continuous monitoring throughout the investment program;
- (v) Draft a conceptual design of the MIS/M&E program;
- (vi) Specify information that will be in Program progress reports by institution;

- (vii) After Monitoring Information System (MIS) conceptual design is implemented, make periodic visits to all investment program levels to discuss MIS procedures with Program staff and consultants;
- (viii) Assess the quality and completeness of data gathered and its use by communities and Program management;
- (ix) Train program staff in data collection;
- (x) Oversee the collection of data for baseline and Investment Program completion surveys and prepare reports accordingly.
- (xi) Based on the findings, provide an independent monitoring and feedback mechanism to PIU and AfDB, to ensure that the primary objectives of the Program are being met, and recommend ways to modify the Program design and implementation mechanisms to meet the primary objectives of the Program.
- (xii) Mobilize local NGOs and community organizations in carrying out monitoring, quality control and reporting to bring transparency to the various construction activities, resettlement and compensation, and slum-upgrading under the Program.

Selection criteria: (skills, qualifications and professional experience)

The staff shall have a degree in a relevant subject (evaluation, public health or related subject) with 5 years experience. He/she should be knowledgeable in current M&E standards and generally accepted procedure.

Experience in usage of computers and internet is essential.

Job Number: SALWACO/ADB-004

Job Title: Gender and Social Expert; Project Implementation Unit (PIU) – Sierra Leone Three Towns Water Supply and Sanitation Project.

Location: Makeni, Kenema & Bo, Sierra Leone

Job Location: Freetown, Sierra Leone

Reporting to: Project Coordinator

Job Tenure: Contract renewable based on performance

Start Date: March 2011

Core Responsibilities

The position will be expected to implement the following activities:

- Undertake a gender profile of the project areas to establish a baseline;

- Provide necessary inputs for enactment of the community Participation Law to institutionalize citizen participation;
- Help set up Community management groups for enhancing community participation;
- Identify and address concerns related to gender and urban poor;
- Network with civil society and private sector, and other line departments such as health, education and social welfare in order to bring convergence of their schemes/leverage their schemes with projects under UWSS.
- Render advice on all matters pertaining to social development, gender, community participation, urban alleviation, on demand.

Deliverables and Reporting:

The following are some of the expected deliverables.

- i. Gender profile report and operational strategy
- ii. Assist in the setting up of water management group.
- iii. Within six months of joining, produce a road map for Monitoring & Evaluation along with formats for assessment of social impacts, to become part of the UWSS project monitoring system in the long run.
- iv. Monthly progress report on activities, issues and recommendations and work plan for following month. This may include but no be limited to social audit, impact assessments, networking programme and communication activities. The officer shall report directly to the DG and discuss the progress issues proactively with her/his designated supervisor.

Selection criteria: (skills, qualifications and professional experience)

- The incumbent should be a qualified sociologist/social worker from an institution of repute, preferably with some hands-on training with development communication.
- The person should have at least 5 year experience in programme delivery in services, particularly to underserved sections of the society, preferably in urban areas, with adequate experience in social audit.
- Experience of having dealt with Government agencies and familiarity with government procedure of financing, implementation etc.
- Ability to work in a team and train staff on the job and assist in day to day issues related to social concerns.
- Experience in usage of computers and internet will be preferred. If not computer literate, the incumbent shall upgrade the skill within one month of joining.

Submission of Applications

Applicants should submit their CV with copies of relevant degrees/diplomas/certificates Three referees, including one from previous employer relating to the job description.

Applications and other relevant documents should be submitted to the **Acting Director General, Sierra Leone Water Company (SALWACO), PMB 42, Freetown** not later than **28th January 2011 at 12 noon**.