



Job Vacancy

Title	District Facilitator (DF) – Port-Loko;
Institution	United for the Protection of Human Rights on behalf of Land for Life SLE
Sector Programme	Land and Natural Resource Governance and Rights
Project/Initiative	Land for Life - Policy for Food Security Phase III
Duration	Upon successful completion of a 3 month probation, till 30th October, 2026
Direct Supervisor	Land for Life District Director, Port-Loko
Duty Station	Port-Loko city and the rural communities
Apply to	The District Director; Land for Life – Port-Loko C/o UPHR Office; Kamba Highway Port-Loko City
Also send applications via emails to	recruitment@landforlife.org.sl
Deadline	24 th September, 2024

1. Summary Information

- Land for Life - Sierra Leone, on behalf of UPHR, is seeking a suitably qualified Sierra Leonean to fill the position of **District Facilitator – Port-Loko**
- Interested applicants must own a Bachelor's Degree or its equivalence in Community Development, Social Works, Economics or a related field of studies from a legal learning institution that is recognised;
- A minimum of 3 years' experience in community level development or related social works is required
- The duty station is **Port-Loko District** with frequent travels to communities;
- Ability to **ride motorcycle**, able to **speak and understand the local dialect of the Port-Loko people** and community engagement skills, are fundamental;

2. About Land for Life

Land for Life' is a multi-country programme in four African countries (Burkina Faso, Ethiopia, Liberia and Sierra Leone). The main funders are the German Ministry for Economic Cooperation and Development (BMZ) through the German NGO, Welthungerhilfe (WHH). The Civil Society Academy (CSA), the Collective Leadership Institute (CLI) and the GIZ Partnership 2030 initiative (through FAO) are providing technical backstopping support.

In Sierra Leone, Land for Life is registered network of four civil society organisation- *Network Movement for Justice and Development (NMJD) in Kenema, the United for the Protection of Human Rights (UPHR) in Port-Loko, Partners Initiative for Conflict Transformation (PICOT) in Pujehun and Forum for Human Rights (FoHRD) and Developments in Tonkolili district.*

Land for Life's overall aim is to contribute to strengthening the good governance of land and its natural resources through a participatory decision-making approach towards poverty reduction, for the attainment of national food security and for the continuous existence of life on Earth. It is for its commitment to dialogue for change that Land for Life is identified as a facilitator of a multi-actor process in the four-implementation countries.

1. Responsibilities of the District Facilitator (DF)

The District Facilitator is the frontline staff for Land for Life's local-level engagement, and therefore expected to perform the following functions:

a. Project implementation and field-level report writing;

This responsibility shall include the following specific tasks:

- i. Get abreast with Land for Life – Policy for Food Security, Phase III project activities;*
- ii. Prepare a monthly activity plan based on the list of community-level actions of the Land for Life – Policy for Food Security Phase III;*
- iii. Prepare concept note for each activity, based on which UPHR disburses funds for the planned activities;*
- iv. Implement actions, collect participants' data, including attendance list, signed consents for photographers and payment vouchers based on disbursements to community participants;*
- v. Work with the District Multi-Stakeholder Platform and LfL Secretariat to document relevant learnings from the field*
- vi. Write activity reports/minutes of meetings and submit them to the District Director and LfL Secretariat;*
- vii. At the end of every month, write a field-level update to the LfL Secretariat.*

b. Support the District Director to provide secretariat service to the Port-Loko District Multi-stakeholder Platform (DMSP)

The District Facilitator shall receive directives from the District Director on how to work with the Port-Loko District Multi-stakeholder Platform (DMSP) and thus support with the required secretariat service. Some of the specific support actions shall include, but not limited to:

- a. Receive directives from the Steering Committee of the DMSP on meetings and other events of the DMSP;*
- b. Prepare documents such as letters, concept notes, action plans etc, based on directives of the Steering Committee or as agreed upon during DMSP meetings;*
- c. Support with the distribution of such letters and the mobilisation of members of the DMSP for joint actions;*
- d. Participate in all DMSP actions and document key highlight, both for the DMSP and for reporting purpose to LfL secretariat;*
- e. Support the DMSP in other external, non-LfL related actions, including resource mobilization, conflict mediation, stakeholder engagement and other outreach actions.*

c. District level Civil Society joint actions – including advocacy campaigns, awareness raising, community empowerment etc.

Land for Life and UPHR are human rights-based NGOs, engaged in several advocacy actions on land and other related topics. In supporting this agenda, the duty holder shall:

- a. Receive directives from the management of UPHR on possible joint actions that are geared towards promoting the rights of people and contributing to other development works within the Port-Loko District;*
- b. Have the courage to represent the voice of the voiceless, to challenge unfairness and speak on behalf of marginalised communities and other vulnerable groups;*

- c. *Pay particular attention to women and other marginalised groups and support them to receive their rights and benefits denied them;*
- d. *Initiate advocacy actions and encourage other civil society actors to support the implementation of such actions.*

d. Working with local authorities, traditional leaders and other community-level structures

The District Facilitator has a major role working directly with local authorities (local councils, decentralised government authorities, Council of Paramount Chiefs, other chiefdom authorities and community structures: Chiefdom and village-areal land communities, women’s groups etc. For this purpose, the following responsibilities are required:

- a. *Facilitation of high profile community-level engagements in a rich cultural and social setting;*
- b. *Documentation of local-level process and supporting local authorities with reliable data and information as and when needed;*
- c. *Paying courtesy, consultation and inclusive planning with community stakeholders and other relevant groups;*
- d. *Participating in other community-level development actions initiated by local authorities and other actors*
- e. *Supporting local authorities to facilitate conflict resolution sessions through Alternative Dispute Resolution (ARD) process, while playing a neutral and without being bias;*

e. Paralegal role (Responding to disputes using the Alternative Grievance Redress Mechanism)

The District facilitator shall receive trainings from qualified legal experts hired by the Land for Life Secretariat to serve as community-level paralegal and to carry out the following specific duties:

- a. *Receive and record grievances related to rights of people;*
- b. *Cary out proper filing of grievances received;*
- c. *Determine which matters to mediate at community level, those to scale up to the Chiefdom Land Committee or the DMSP, those to refer to the appropriate authorities and institutions and those(crimes) to blow whittle on and ensure that they are not compromised;*
- d. *Monitor resolved grievances to ensure compliance and sustainable peace and co-existence;*
- e. *File case records for proper documentation at LfL secretariat.*

f. Financial Management and Accounting Role

The District Facilitator is responsible for prudent use of project funds disabused to him/her and making sure that funds received are properly accounted for. This shall require the following responsibilities:

- i. *Making sure that budgets are prepared for all activities in line with project budget;*

- ii. *Making sure that all necessary vouchers are prepared before implementation of actions and that all participants who received payments sign the vouchers accordingly;*
- iii. *For procurements, that receipts and all invoices are collected*
- iv. *That all financial-related documents are handed over to the Finance Officer of UPHR*

2. Academic, Experience and other Qualifications

- i. Applicant **MUST** have a Bachelor's degree or its equivalence in Community Development, Social Works, Economics or a related field of studies from a legal learning institution that is recognised;
- ii. A minimum of 3 years' experience in a similar role;
- iii. Ability to **ride a motorcycle, use of computer and speak the local dialect**, are fundamental;
- iv. Special consideration shall be given women;
- v. Having stayed in Port-Loko district, working on land-related issues or being a member of the DMSP, could be an added advantage.
- vi. Experience working with multi—stakeholder group of traditional authorities, government, NGOs, civil society organisations, etc., is an added advantage.

3. Knowledge, skills & abilities required

- i. The Applicant must possess excellent written and spoken communication skills;
- ii. He/ She must have the ability to work under minimum or no supervision;
- iii. He/ She should possess strong analytical, critical thinking, research and report writing skills as well as excellent presentation and facilitation skills;
- iv. He/ She should possess high computer literacy skills. The ability to effectively operate Microsoft packages is a **MUST**;
- v. The Applicant should be an effective team player, supportive to teamwork, a self-motivated and task-oriented person;
- vi. He/ She should be a tolerant person of high moral values, self-esteem; high level of interpersonal, negotiation and influencing skills;
- vii. He/ She should have the ability to work in multi-cultural setting, should appreciate cultural diversity and inclusion, safeguarding/ protection issues, etc.
- viii. He/ She should be a highly informed civic citizen of the multi-cultural and political diversity of Sierra Leone; but should have no active role, affiliation or interest in the party-politics of Sierra Leone;
- ix. He/ She should be creative, of independent mind, of self-confidence, able to initiate new ways, deductive in thinking and the ability to set own goals and meet them;
- x. The Land for Life Initiative entails civil society engagement. Getting the desired change may sometimes demand for the courage to work under difficult time-bound pressure, and could take long and odd hours, including weekends and in remote communities, usually under difficult circumstances such as lack of internet and reliable electricity. Applicants should be willing to cooperate effectively during such situations.
- xi. Confidentiality; honesty; high levels of integrity are required;

4. How to apply

- i. Please direct your applications to:

The District Director;
Land for Life – Port-Loko
C/O United for the Protection of Human Rights (UPHR)
Kambia Road – Port-Loko City

- ii. Please drop physical copies of your application at the UPHR Office in Port-Loko
- iii. Applicants are further advised to send electronic copy of their application and supporting documents to recruitment@landforlife.org.sl

Women are strongly encouraged to apply

For more information, visit www.landforlife.org.ls