



Building a movement of transformational leaders to end educational inequity in Sierra Leone.

JOB ADVERTSIEMENT

Title: Recruitment, Selection & Matriculation Officer

Reporting to: Chief of Staff

Start Date: January, 2024

Employment Type: 12-month Initial Contract

Location: Freetown (occasional travel to the provinces)

Closing Date: 17th November 2023

About Teach For Sierra Leone

Teach For Sierra Leone (TFSL) believes that every child in Sierra Leone deserves an excellent and empowering education. Our mission is to build a movement of diverse and capable leaders who will work to end educational inequity in our country by teaching for two years in low-income schools. As a start-up non-profit organization working in a challenging environment, we are looking for exceptional individuals who are both self-directed and strong team players to make up our leadership team.

Teach For Sierra Leone is recruiting and selecting outstanding university graduates and young professionals to join a rigorous, internationally recognized fellowship program during which they will teach full-time for two years in a low-income school. Through this exposure, Fellows will develop critical knowledge and first-hand understanding of the education system in Sierra Leone and the challenges it faces. With intensive training, support and professional development from Teach For Sierra Leone, Fellows will maximize their impact in the classroom and communities and also enhance their own leadership skills.

Alumni of the program and, over time, their students also will become the next generation of Sierra Leonean Leaders in education, business, medicine, law, government, journalism and other fields. Informed by their experience, they will work from inside and outside the system to affect the fundamental changes necessary to ensure that every child attains an excellent education.

Position Summary

The Recruitment, Selection and Matriculation department seeks a highly motivated, persuasive individual with a desire to build relationships at all the universities in Sierra Leone. You will adopt a sales and marketing approach to compel talented individuals to apply to the Teach For Sierra Leone Leadership Development Programme and build a movement at various university campuses to ensure Teach For Sierra Leone secures at least 3000 applications across the entire country each year. The RSM Officer will assist in the implementation of the RSM strategy and will be supervised by the Chief of Staff. Please note that evening (and occasionally weekend) work will be required to deliver an effective recruitment campaign. This will include significant travel to designated universities as necessary during term time with overnight stays where necessary.

Key Responsibilities

- Deliver a diverse cohort of participants from target universities (c. 100 hires)
- Build a strong brand on campus for Teach For Sierra Leone – expertly and knowledgably promoting the TFSL Leadership Development Programme to students, finalists, postgraduates and recent graduates from assigned universities.
- Identify key talent at assigned universities and influence good quality candidates to engage with Teach for Sierra Leone’s vision.
- Lead and run events on campus and nationally.
- Establish, foster and maintain added value relationships with important networks at assigned universities including cultural societies on campus through clear communication plans which engage key stakeholders with Teach For Sierra Leone’s vision.
- Maintain candidate contact through the recruitment process in line with guidelines set by the Selection team.
- Cultivate potential talent and incoming participants through events, regular telephone calls, online and in-person meetings.
- Build a sense of community within the incoming cohort through events and relationship management.
- Manage teams of brand managers at university campuses, providing feedback on their operation as required.
- Build a Teach for Sierra Leone movement across first and second year talent pools at target universities to ensure sustainable future growth of the organization.
- Manage budget for assigned universities and maintain detailed records of campus activities.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

It takes leaders to develop leaders.

Technical Competencies

- Results-driven and goal-orientated with a drive to exceed aspirational targets.
- Exceptional relationship-building skills; the ability to establish effective working relationships with people of all working styles, backgrounds, industry-experience, etc.
- Excellent persuasive communication, compelling presentation skills and the ability to articulate the vision passionately.
- Creativity and innovation to devise solutions to effectively market the Leadership Development Programme.
- Strong organisational skills and the ability to assess, prioritise and manage a varied workload.
- Self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic organisation.
- A good team player who is willing to take the lead on projects and also has the ability to work under their own initiative to meet deadlines.
- Ability to analyze data, draw accurate conclusions and devise/implement solutions.
- Financial reporting and budget management.
- Proficiency in Excel, Word, PowerPoint and Outlook (and ability to develop working knowledge of Teach For Sierra Leone's CRM software)
- Knowledge and preferably experience of the Universities in SL (type & education system)
- In depth knowledge of Teach For Sierra Leone Leadership Development Programme and operation, including the schools we work with.

Education and Experience:

- Minimum Bachelors degree with 5+ years relevant work experience.
- An advanced degree in Education or a related field preferred, MBA or Management degree with 3+ years of relevant experience in talent acquisition is a bonus

Skills and Attributes

- Demonstrated ability and experience in designing, implementing, and evaluating framework, log frames, and data collection and analytical tools.
- Strong in Critical, Logical, and Analytical thinking.
- Ability to lead as well as maintain a relationship with rest of the team based on TFSL's value of mutual respect and responsibility.
- High willingness and ability to quickly learn different tools, modules, framework and software.
- Strong written communication skills in English required.
- Willing to travel within the 6 operational districts. This position requires regular visits to TFSL placement schools in rural Sierra Leone. Therefore, ability to drive a motorcycle will be advantageous.
- Flexible approach to working hours.
- Committed and aligned to the mission, vision and core values of Teach For Sierra Leone;
- Ability to take leadership, problems solve, and function with very little supervision.
- Ability to multi-task and prioritize work.
- Experience in managing multiple projects at a time.

Additional responsibilities

- To work closely with the CEO to do fundraising and partnership drives on behalf of the organization.
- Share knowledge and best practices to work with the broader global Teach for All network.

Compensation

Salary for this role is attractive. Additionally, there is ample opportunity for professional development and Mobility within the organization, as well as access to professional development through the global network Teach For All.

How to Apply

Please email your resume and a one-page cover letter to hr@teachforsalone.org. Please indicate the position applied for in the subject line of your email. Your cover letter should be no longer than one page and answer the following questions: 1) Why are you interested in Teach For Sierra Leone? 2) What compelled you to consider this specific position? 3) What strengths would you bring to this position?

INTERVIEWS WILL BE CONDUCTED BETWEEN 27th – 30th NOVEMBER 2023

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

It takes leaders to develop leaders.

JOB DVERTISEMENT

Title: Finance and Administration Manager

Reporting to: Chief of Staff

Start Date: January, 2024

Employment Type: 12 months Initial Contract

Location: Freetown

Closing Date: 14th November 2023

About Teach For Sierra Leone

Teach For Sierra Leone (TFSL) believes that every child in Sierra Leone deserves an excellent and empowering education. Our mission is to build a movement of diverse and capable leaders who will work to end educational inequity in our country by teaching for two years in low-income schools. As a start-up non-profit organization working in a challenging environment, we are looking for exceptional individuals who are both self-directed and strong team players to make up our leadership team.

Teach For Sierra Leone is recruiting and selecting outstanding university graduates and young professionals to join a rigorous, internationally recognised fellowship program during which they will teach full-time for two years in a low-income school. Through this exposure, Fellows will develop critical knowledge and first-hand understanding of the education system in Sierra Leone and the challenges it faces. With intensive training, support and professional development from Teach For Sierra Leone, Fellows will maximize their impact in the classroom and communities and also enhance their own leadership skills.

Alumni of the program and, over time, their students also will become the next generation of Sierra Leonean Leaders in education, business, medicine, law, government, journalism and other fields. Informed by their experience, they will work from inside and outside the system to affect the fundamental changes necessary to ensure that every child attains an excellent education.

Position Summary

The Finance and Admin Manager as part of the Strategic Leadership Team of TFSL provides direction and supervision for the development and implementation of administrative and financial systems that will aid efficient financial operations of the organisation. The Finance and Administration Manager will provide the TFSL Team with smooth and appropriate financial operations, administrative and human resources support to effectively implement the organisation's program of activities. The Finance and Admin Manager is expected to build and maintain strong financial controls and to prepare accurate and timely financial reports for the attention of the management team of the Institution; help in the development of strategic plans, developing staff, producing and monitoring of key performance indicators, etc. This position collaborates closely with other units of the organization for the attainment of its objectives by providing strategic and financial guidance to ensure that the financial commitments are met; also to develop all necessary policies and procedures to ensure sound financial and administrative management and control of the operations of TFSL.

Major Responsibilities

Finance:

- Keep financial records and perform financial procedures (e.g., receipts, payments requests, petty cash).
- Assist the institution and management in coordinating internal and external audits.
- Ensure expenses are authorized and processed in accordance with agreed procedures for both the organisation and donors.
- Maintain accounting reporting process that ensure accuracy and completeness of ledgers and all supporting documentation in compliance with finance and procurement regulations.
- Maintain accounting records, ensuring they are complete, accurate, well archived and safeguarded.
- Ensure agreed reporting timelines are maintained in line with TFSL policies.
- Assist in managing partners' financial reporting ensuring compliance with TFSL and donor regulations.
- Carry out reconciliation on a monthly basis.
- Ensure proper internal control procedures are followed in all day-to-day accounting as laid down in the organisation's internal controls manual.

Office Administration:

- Develop and maintain effective office systems (e.g. IT support, office maintenance, fixed assets, supplier contact), ensuring these are consistent with TFSL'S operating requirements.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

It takes leaders to develop leaders.

- Support the efficient running of TFSL's daily financial operations.
- Ensure all procurement processes are in compliance with TFSL and donor regulations.
- Support logistics for TFSL programme activities.
- Advise on HR policies when required to ensure these comply with the TFSL'S statutory regulations.
- Ensure staff handbook is reviewed and updated as required to comply with TFSL's statutory financial procedures.
- Maintain personnel financial records.
- Execute other administrative duties as agreed.

Required skills and experience

- Experience in using Quickbooks is desirable.
- Excellent written and oral communication skills with proven ability to communicate at all levels including management and subordinates.
- Excellent stakeholder management skills and an ability to communicate complex financial issues.
- Strong computer skills (MS Office, Accounting and Financial Management tools) are needed, along with strong analytical & communication skills.
- Outstanding organizational skills with demonstrated ability to prioritize workload, delegate work and concurrently manage multiple projects.
- High level of analytical thinking with strong aptitude for planning and forecasting methodologies.
- Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple projects concurrently.
- Motivated self-starter who takes initiative.
- Exude confidence and aptitude to clearly present and explain ideas.
- Confident, hard-working and committed to achieving excellence.
- Two professional references.

Education and Experience:

- A recognized accountancy qualification (ACCA, ACA, CIMA or equivalent) is preferred.
- Bachelor's Degree with 10+ years of relevant work experience in Accounting and Financial Management
- An advanced degree in Accounting and Financial Management or a related field preferred, MBA or Management degree with 5+ years of relevant experience.
- Experience in managing a team of people.
- Experience in managing multiple projects at a time.

Additional responsibilities

- To work closely with the CEO to do fundraising and partnership drive on behalf of the organization.
- Share knowledge and best practices to work with the broader global Teach for All network

Compensation

Salary for this role is attractive. Additionally, there is ample opportunity for professional development and Mobility within the organization, as well as access to professional development through the global network Teach For All and our other partners.

How to Apply

Please email your resume and a one-page cover letter to hr@teachforsalone.org. Please indicate the position applied for in the subject line of your email. Your cover letter should be no longer than one page and answer the following questions: 1) Why are you interested in Teach For Sierra Leone? 2) What compelled you to consider this specific position? 3) What strengths would you bring to this position?

INTERVIEWS WILL BE CONDUCTED BETWEEN 27th – 30th NOVEMBER 2023

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

It takes leaders to develop leaders.