



7 McCauley Street, Murray Town
Freetown – Sierra Leone
Tel: +23276645130
Email: rapsl@rapsl.org
Web: www.rapsl.org

VACANCY ANNOUNCEMENT

RAP-SL is a registered Non-Governmental Organization (NGO) working on biodiversity conservation issues with focus on reptiles, amphibians, and ecologically important habitats in Sierra Leone since 2012.

Since inception, RAP-SL has been working for the protection and conservation of reptiles, amphibians and their habitats while also campaigning for the protection of the biodiversity of Sierra Leone. Among RAP-SL's strategies in conservation campaigns is providing support to community development initiatives that enhance the protection of Sierra Leone's biodiversity and building the capacity of university students in research and report writing. Included in RAP-SL's support for community development initiatives are capacity building of locals in research and sustainable utilization of the country's natural resources, and awareness raising about laws prohibiting the unsustainable utilization of resources.

In this regard, RAP-SL has been awarded a 26-month grant by the West Africa Biodiversity and Low Emission Development (WABiLED) which is USAID funded. This project will be implemented in Sierra Leone, Liberia, Guinea, and Côte d'Ivoire.

For the smooth implementation of the grant project, RAP-SL is hereby requesting applications from qualified Sierra Leoneans for the following Positions:

- 1. Communication Officer.**

Duty Station: Freetown, Sierra Leone but may travel as required

PROFILE

Qualifications and Experience:

- BSc Degree or higher diploma certificate from a recognized university in languages, English literature, Journalism, communication, public relations or other related fields.
- Two or more years working experience in communication and advertisement in a reputable and well-established institution or organization, preferably in an NGO or private sector setting
- Experience in handling live social media streaming during events, fluency in English.
- Basic knowledge of French is an added advantage

KEY AREAS OF RESPONSIBILITY:

The post holder will be responsible for:

Project communication management

- Promoting projects visibility through digital communication channels
- Produce articles on projects updates.
- Coordinate the delivery of projects periodic newsletters as needed.
- Manage communication for RAP-SL project events
- Translate technical and scientific project content into lay language.

Platform Management

- Maintain RAP-SL project web platforms
- Coordinate and upload content on the web platform on an ongoing basis.
- Review the timeline of updates, and accuracy of content to recommend for improvement.

General Task

- Contribute to ensure a smooth communication strategy
- Undertake other duties to meet the needs of the project and RAP-SL as need arises.

REQUIRED SKILLS:

- Strong computer skills in Microsoft Word processing, Excel, PowerPoint and Publisher.
- Excellent ability to navigate the social media environment.
- Good oral and written communication skills;
- Ability to coordinate, proofread and edit reports

- Ability to coordinate and produce project periodic newsletters and communication tools (PPT, Videos, Factsheets) targeting identified project deliverables.
- Excellent verbal and written skills in English, French is an added advantage
- Ability to create quality content by understanding and translating technical and scientific project concepts into layman terms.
- Excellent interpersonal, communication and problem-solving skills.

Desirables

- Demonstrate commitment to the vision and mission of USAID, WABiLED project and RAP-SL in general.
- Demonstrate ability to manage, multitask, and deliver as required.

Terms

- Fixed term full time employment for 24 months
- Starting date: October 1, 2022

2. Driver

Duty Station: Freetown, Sierra Leone but may travel as required

PROFILE

Qualifications and Experience:

- Senior Secondary School Certificate/WAEC or equivalent
- Strong written and oral communication skills
- Knowledge of basic social media platforms (Smartphone operations)
- Basic knowledge in motor mechanics
- Four or more years working experience as a driver in a reputable and well-established institution or organization, preferably in an NGO or private sector setting
- Basic knowledge of French is an added advantage

Job Location: Sierra Leone may travel to other countries as may require

Report to: Program Coordinator, Project Manager, and Finance/Administrative Manager,

Job purpose:

Safe transportation of project personnel's and other authorities. Ensure that the project vehicle is clean, in good mechanical condition and compliance with legal requirements

Responsibilities

- 100% driver
- Drive RAP-SL, WABiLED staffs and other visitors on the project mission
- Perform routine maintenance and ensure that the vehicle is always in a good mechanical condition
- Keep the vehicle clean, and always fueled at recognized fuel stations
- Keep a clean record of the vehicle logbook for all trips which will be assessed monthly by the Finance and Administrative Manager
- Maintain regular schedules for vehicle servicing, insurance, and license.
- Ensure that USAID and RAP-SL stickers are placed on the vehicle at all time
- Ensure all unforeseen happenings are documented and properly reported immediately to the Project Manager.

Core behaviors

- Team Player
- Interpersonal and intercultural sensitivity
- Ability to work independently with minimum supervision and meeting deadlines
- High degree of integrity,

Terms

- Fixed term full time employment for 24 months
- Starting date: October 1, 2022

To apply:

Please submit your application and supporting documents (Motivation letter, CV, certificates etc.) in a SINGLE PDF File, multiple files for an application will not be accepted. No hardcopies are allowed

E-mail your application to: - rapsl@rapsl.org not later than **September 27, 2022**. Only shortlisted applicants will be contacted for interview.