

Director of Operations

- Position type: Full time – subjected to 3 months probationary period
- Expected start date: July 2017

The Director of Operation under the supervision of the Director General will provide the vision, strategy, direction and leadership of the Directorate

The Director of Operation will be responsible for monitoring compliance in the implementation of the Sierra Leone Local Content Agency Act. The Operation Director will also ensure that the Agency's strategic vision and its activities result in the achievement of its intended outputs in a cost effective and timely manner.

The Director of Operation will be responsible for designing and implementing the M&E activities of the Agency; assisting in preparing Quarterly/Annual reports on the activities of the Agency and will monitor the Agency activities on a regular basis, developing and maintaining local content compliance policy and will also be responsible for the collection & analysis of different data in relation to the Agency's activities. Work in close collaboration with MDAs, private sector, non-government and civil society organizations

About the role

The Director of Operation will have the following duties and responsibilities:

- Develop and strengthen monitoring tools for Local Content Agency Act Compliance
- Provide and strategically guide and direct the activities of the department
- Monitor all the Agency activities and progress towards achieving the strategic vision of the Agency
- Recommend further improvement of the logical frame work;
- Develop monitoring and impact indicator for the Agency success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of compliance results;
- Provide feedback to the Director General on strategies and activities of the Agency;
- Suggest strategies to the Director General for improving the efficiency and effectiveness of the Agency by identifying bottlenecks in monitoring compliance of the Local Content Agency Act.
- Report monthly, quarterly, half-yearly and annual progress on all activities to the Director General
- Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a compliance monitoring strategy for the Agency;
- Provide inputs, information and statistics for quarterly, annual and other reports Management Team of the Agency;
- Participate in annual activities review and planning workshops and assist the

- Director General in preparing relevant reports;
- Assign responsibilities to Monitoring and Compliance managers and any other Officers within the agency under the Directorate.
 - Monitor and appraise performance of officers of the department
 - Perform other duties as required;

Competencies

- Demonstrates integrity by modelling values and ethical standards
- Promotes the vision, mission, and strategic goals of Local Content Agency
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Functional Competencies:
 - Organises and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
 - Plans, coordinates and organises workload while remaining aware of changing Priorities and competing deadlines
 - Establishes, builds and maintains effective working relationships with staff and facilitate the provision of support
 - Knowledge Management and Learning
 - In-depth knowledge on Local Content issues
 - Excellent knowledge of monitoring and the application of methodology: Good understanding of capacity assessment methodologies; excellent ability to identify significant capacity building opportunities;
 - Self-Management
 - Focuses on result for the Agency
 - Consistently approaches work with energy and a positive, constructive attitude
 - Demonstrates openness to change and ability to manage complexities
 - Solicits feedback from staff about the impact of his/her own behaviour
 - Support monitoring and evaluation of the effects and impact of activities of the Agency
 - Prepare and maintain data base
 - Perform other duties as required;

How to apply

Applications will be considered on a rolling basis. . Interested candidates can email their CV to info@lcu-sierraleone.com along with a copy of all certificates and credentials

Deadline for submissions is Friday 19th May 2017.