

Employment Opportunity at Embassy of Ireland, Freetown

Since establishing a mission in 2005 in Sierra Leone, Ireland has been working with organisations, and NGOs. In addition to funding support, the focus of Ireland's support are various implementing partners, including government, international Sierra Leone primarily centres on addressing the issues of Nutrition and Food Security, Gender, Governance and Crisis Monitoring. In 2018, the Irish Embassy is completing Year 3 of a Transitional Strategic Plan and will be developing a five year Mission Strategic Plan for the period 2019-2023 in Sierra Leone.

Governance Advisor Vacancy

The Embassy of Ireland currently has a vacancy for a full-time post of Governance Advisor in the Irish Aid programme.

The Governance Advisor will be required to manage the Governance programme in accordance with agreed institutional standards of programme/ grant management. The Advisor will be the focal person for partner engagement and management in relation to governance programming. The Governance Advisor will contribute to the design and development of new governance programming and will contribute to the Embassy's engagement in national level policy dialogue. In addition, the Advisor will provide quality and timely briefing to management; work with colleagues to ensure that learning from the programme is documented and shared as well as identify key strategic research gaps. The Advisor will report to Head of Development at the Embassy of Ireland in Freetown and will be expected to network and share learning with the HQ based advisors as well as advisors working in other Irish Aid partner countries.

The Advisor will be based in the Embassy of Ireland, Freetown and will be provided with office and support facilities. Though Freetown-based, the candidate may be expected to undertake regular travel to districts and occasional international travel if required.

Required Qualifications for the post

- Master's degree in a relevant field (Development Studies, Law, International Relations).
- At least five years of specific post qualification experience at the same level in a similar role with a bilateral, multilateral organisation, Government or NGO.
- Demonstrated experience in strong programme planning, implementation, management and monitoring skills.
- The candidate should be highly motivated with a proven ability to work as part of a team and in partnership with other stakeholders with minimal supervision.
- Excellent interpersonal, written and verbal communication skills.
- Commitment to the Embassy of Ireland's values.
- Proficiency in the Microsoft suite of applications.

The Embassy of Ireland is offering a 2-year renewable contract following an initial probationary period of six months. Detailed job descriptions for this position is available on request via email to: davida.macauley@dfa.ie

To apply for this position please forward a covering letter of no more than two pages which demonstrates relevant experience pertaining to the required qualifications. The letter should be accompanied by your Curriculum Vitae (maximum 5 pages) detailing qualifications and work experience to date. ***Please note that the specified page limits will be strictly enforced and any excess pages will be disregarded in appraising your application.***

Applications should be received not later than the **closing date of Monday 23 April 2018**. Applications to be sent by e-mail to davida.macauley@dfa.ie or hand delivered to the Embassy of Ireland, 8 St Joseph's Avenue, off Spur Road, Freetown, Sierra Leone. Envelopes should be clearly marked Application for **Governance Advisor**. Please note that only short listed applicants will be contacted. Both Sierra Leonean and non-Sierra Leonean applicants are welcome to apply.

By submitting information electronically, parties accept that data may not be fully secure.

Any personal information submitted will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

Please note that canvassing will disqualify applicants.

The Embassy of Ireland is committed to a Policy of Equal Opportunity.