

TERMS OF REFERENCE (ToR) FOR REGIONAL COORDINATOR

Position Title: *Regional Coordinator*

Location: *African Peer Review Mechanism National Secretariat, Freetown*

Reporting to: *Executive Secretary*

Duration of Contract: *Permanent with six months probationary period*

Background:

The African Peer Review Mechanism (APRM) was established by the African Union in 2003 as a voluntary self-assessment and peer review process to promote good governance and socioeconomic development across the continent. Sierra Leone joined the APRM in 2004 and has since been an active participant, completing its first country review in 2012.

The APRM National Secretariat in Sierra Leone, under the visionary leadership of the National Governing Council (NGC) and the Executive Secretary, has been instrumental in advancing the APRM's objectives, fostering democratic good governance, and contributing to the nation's sustainable development.

The APRM's role in Sierra Leone is crucial for the promotion of transparency, accountability, and good governance, which are foundational to the country's sustainable development. It aligns with the United Nations Sustainable Development Goals (SDGs) and the African Union's Agenda 2063, aiming to create a peaceful, advanced, and integrated Africa.

The Secretariat's efforts in revamping civil service architecture and promoting citizen participation at the grassroots level have been pivotal in strengthening democratic governance in Sierra Leone.

Job Summary:

The Regional Coordinator will play a pivotal role in the African Peer Review Mechanism National Secretariat by facilitating the establishment and management of APRM Focal Points across the assigned regions. This individual will be responsible for coordinating regional activities, ensuring alignment with national objectives, and promoting the ethos of accountability and transparency within the APRM framework.

Key Responsibilities:

- **Establish and Manage APRM Focal Points:** Initiate and oversee the establishment of APRM Focal Points in all districts within the region. Ensure they are functioning effectively and in line with the APRM's standards and objectives.
- **Stakeholder Engagement:** Build and maintain relationships with local government officials, civil society organizations, and other stakeholders to promote APRM's mission and objectives.

- **Program Coordination:** Plan, execute, and monitor regional APRM programs and initiatives. Ensure that activities are carried out within the stipulated timelines and budgets.
- **Reporting and Documentation:** Prepare comprehensive reports on regional activities, challenges, and progress. Document best practices and lessons learned for continuous improvement.
- **Capacity Building:** Identify training needs and facilitate capacity-building workshops for APRM Focal Points and other regional stakeholders.
- **Advocacy and Awareness:** Conduct advocacy campaigns and raise awareness about the APRM's principles and review processes within the region.

Terms of Reference:

- **Contract Duration:** The position is on a contractual basis, subject to renewal based on performance and operational requirements.
- **Remuneration:** A competitive salary package commensurate with experience and qualifications, as per the National Secretariat's pay scale.
- **Travel Requirements:** Willingness to travel extensively within the region and occasionally to the National Secretariat for coordination meetings.

Qualifications:

A master's degree in Public Administration, Public Policy, International Relations, or a related field is required. Candidates with additional certifications or experience in similar roles will have an advantage.

Experience: At least five years of experience in program coordination, stakeholder engagement, or a related field, preferably within a governmental or international organization.

Skills: Excellent communication, organizational, and leadership skills. Proficiency in local languages and English is essential.

Application Process: Interested candidates should submit a cover letter and resume detailing their qualifications and experience relevant to the position. Applications should be sent to admin and human resources officer 'Sia Kpagoi' at info@aprm.gov.sl by **December 30, 2024**.