

ADVERTISEMENT

VACANCIES AT THE PUBLIC SECTOR REFORM UNIT (PSRU), OFFICE OF THE PRESIDENT

Organisation Context

The Public Sector Reform Unit (PSRU) in the Office of the President is charged with the responsibility of providing leadership, co-ordination and strategic guidance in the monitoring and implementation of the Government's Public Sector Reform Programme. The Programme is geared towards a performance-oriented, citizen-focused public service. Co-ordinating Public Sector Reform activities requires effective policy design and analysis, programme management, effective communication with all stakeholders, as well as monitoring and evaluation to determine the extent to which the Programme is meeting its objectives and creating the desired impact.

PSRU now has vacancies for qualified candidates who are pro-active, analytical, forward thinking and able to work in a fast-paced environment. These challenging roles present an opportunity to add-value to the public service, offer professional development opportunities and a chance to make an impact on a small but dedicated team. Applications are invited for the vacancies below, which are fully detailed at www.psrugov.sl.

PROGRAMME OFFICERS

1. Communications Officer
2. ICT Officer

SUPPORT STAFF

3. Despatch Rider / Facilities Assistant

To apply: Applications should be submitted to hrm@psru.gov.sl cc mjusu@psc.gov.sl by **5pm Monday 15th September 2014**. Women are encouraged to apply. All positions are on Contract for 1 year, renewable subject to performance. The Public Service Commission has agreed to undertake interviews on behalf of PSRU.

TERMS OF REFERENCE

PROGRAMME OFFICER - INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Job context – The Programme Officer will provide support in these areas ensuring that the existing Reform Programme is implemented in a timely, efficient and effective manner. They will perform duties within their technical function, as assigned by the Head-HR & Administration.

Purpose: to provide technical support and specialist advice to the Unit in the area of ICT across all functions and activities of the Unit.

Duties: Reporting to the Head-HR & Administration, the Programme Officer will provide support and assistance in pursuing the objectives of the Unit in the delivery of the outputs listed below:

General

1. Develop and implement (i) the Unit's Annual Work Plan for ICT (ii) ICT Frameworks for monitoring progress of Public Sector Reforms
2. Plan, develop and monitor the implementation of an effective ICT policy across the public service, working closely with all functions in the PSRU team and external stakeholders, particularly the Ministry of Information & Communications, the Public Service Commission and HRMO.

Specifically

3. Provide technical and policy advice on ICT matters and the implication of various ICT solutions and interventions on work processes and other related matters.
4. Co-ordinate of the introduction and technical operation of other computer applications. This involves overall understanding of functioning systems and interaction of data between MDAs.
5. Manage development of ad-hoc computer applications for the Unit. This involves identification of needed systems not covered by the office computer applications, Systems Analysis and Design Programming (this may require supervision of expert consultants and/or the Ministry of Information & Communications).
6. Manage office LAN/WAN as well as data and radio/telecommunication facilities (VHF/ HF, satellite). This involves establishing the Multi-User Network and procedures for user access and data security and supervising the administration of facilities.
7. Plan the acquisition of specific computer hardware and software, co-ordinate its introduction into the office and manage its maintenance. This requires interpretation of ICT Guidelines to suit local requirements and recommend equipment and software packages and guide their introduction and maintenance.
8. Co-ordinate computer training and support for all functions in the Unit. This requires identification of ICT training requirement and arranging for external training or formulation of in-house training course. It also involves arrangements for ad-hoc user support whether on hardware or software problems.
9. Collaborate with the Ministry of Information and Communications on the E-Government Project, National ICT and other policies/programmes relating to ICT across the Public Service.
10. Monitor maintenance of computer equipment by ensuring an adequate supply of spare parts is kept in office and that all computer equipment is either protected by UPS or a line voltage conditioner.
11. In collaboration with the Communications team, manage and update the PSRU website
12. Provide day-to-day technical support and training of all PSRU staff on the use of IT systems, focussing on security and efficiency.
13. Constant troubleshooting, virus alerting, repairs and maintenance of IT equipment in the Unit.
14. Administer and give full support to software used by PSRU.
15. Reporting - Assist in the preparation of:

- (a) PSRU's Annual Work Plan;
 - (b) Periodic reports including PSRU's Quarterly and Annual Reports and Minutes of Steering Committee meetings
 - (c) Proposals for Resource Mobilisation, particularly in relation to Technical Assistance and funding (whether Government or external)
 - (d) Donor Partner/external Reports; and Terms of Reference for external Consultants
 - (e) Reports for Cabinet and for other Key partners where required.
16. Submit comprehensive Monthly progress reports on their function's Work Plan and activities relating to their Terms of Reference
17. Participate in PSRU Weekly/Monthly/Quarterly meetings
18. Participate and facilitate the implementation of the Public Sector Reform programme initiatives, providing expertise as and when required in implementing PSR initiatives.
19. Undertake any other duties assigned by the Director.

Skills and Competencies

- Research skills: must be able to undertake research, collecting and collating data with minimum supervision.
- Analytical & critical reasoning skills: the ability to analyse data and reach appropriate conclusions
- Report-writing: must have the ability to write reports to a high standard, reflecting the research conducted. Evidence of individual dissertations and/or theses written will be an advantage.
- Knowledge and experience in electronic Records Management will be an added advantage

Qualifications and Experience

- A Masters Degree in Business Administration, IT (or equivalent Professional Certificates), Public Administration, Human Resource Management, Political Science from a recognized University.
- A minimum 5 years' relevant post-Masters work experience in ICT in the public or private sector, at least 3 of which in a supervisory role/middle management level. Experience in the public sector and/or in Development organizations *in Sierra Leone* will be an added advantage.
- Experience in Records Management will be an added advantage

Person specification

- A mature and confident individual with good interpersonal skills.
- High level of IT literacy – must have excellent skills in MS Office particularly Excel, Word and Access/database. Working knowledge of New Media is an added advantage.
- Ability to work in a team and independently, sometimes with minimum supervision
- Good organizational skills with a proven ability to supervise teams and to multi-task whilst prioritizing own work.
- Coaching and mentoring skills – *proven* ability in supervising and transferring knowledge to subordinates will be an added advantage
- Negotiation skills including the ability to communicate effectively, articulate their view (verbally and in writing) and actively listen to other points of view
- Proactive in updating job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations

PROGRAMME OFFICER - COMMUNICATIONS

Job context – the Programme Officer will provide support in these areas ensuring that the existing Reform Programme is implemented in a timely, efficient and effective manner. They will perform duties within their assigned technical function, as assigned by the Head-Communications

Purpose: To provide support the development and implementation of the PSRU Communications and Outreach activities in relation to its capacity building / Public Sector Reform initiatives.

Duties: Reporting to the Head of Programmes, the Programme Officer will provide support and assistance in pursuing the objectives of the Unit in the delivery of the outputs listed below:

1. Development and implementation of the Unit's Annual Communications & Outreach Work Plan;
2. Acting as additional or alternative Focal Person for Communications as directed by the Head of Programmes;
3. Development of a Communication and Outreach Strategy and systems for managing information geared towards enhancing stakeholder interest and confidence in Public Sector Reform;
4. Guiding the implementation of the approved Communication and Outreach Strategy for Public Sector Reform that will improve communication within and across MDAs and between MDAs and their external stakeholders;
5. Acting as additional or alternative Public Relations Officer for the Unit. The Programme Officer will be a Contact and Liaison Officer for the media, institutions and partners promoting media development;
6. Drafting and seeking approval for publication of the PSRU quarterly Newsletter and production of any relevant education materials, all of which will be in electronic and paper format;
7. Collaborating with other functional areas to improve internal communication flow, ensuring that all team members are aware and updated of the key issues in all Programmes;
8. Disseminating as widely as possible *in a timely, professional manner*, the activities undertaken/pursued by PSRU and other stakeholders (as fast as possible) in relation to Public Sector Reform initiatives;
9. Liaising with the Ministry of Information and Communications on matters relating to PSR information dissemination.
10. Collaborating with ICT Officer in managing, monitoring and updating the PSRU website, ensuring that it includes up-to-date information at all times.
11. Submitting Monthly Reports on his/her Work Plan and any other activities relating to his/her Terms of Reference;
12. Reporting - Assist in the preparation of:

- (a) PSRU's Annual Work Plan;
- (b) Periodic reports including PSRU's Quarterly and Annual Reports and Minutes of Steering Committee meetings
- (c) Proposals for Resource Mobilisation, particularly in relation to Technical Assistance and funding (whether Government or external)
- (d) Donor Partner/external Reports; and Terms of Reference for external Consultants
- (e) Reports for Cabinet and for other Key partners where required.

13. Participating in PSRU Weekly/Monthly/Quarterly meetings;

14. Participating and facilitating the implementation of the Public Sector Reform programme initiatives, providing expertise as and when required in implementing PSR initiatives;

15. Providing timely and professional input to the planning, conduct, updating and implementation of MFRs as part of an ongoing process, particularly focussing on pro-actively assisting the HRMO and MDAs in the implementation of the recommendations of the MFRs;

16. Providing on-the-job training/coaching/mentoring to MDA officials in making the changes and in communicating any new functions that follow from the reform, as directed by the Head of Programmes;

17. Providing on-the-job training/coaching/mentoring to staff and other external stakeholders in explaining the purpose rationale and contents of the Reform Programme, as directed by the Head of Programmes;

18. Where necessary, and in consultation with the Head of Programmes, modifying reform proposals to take into account feedback from key officials and beneficiaries of MDAs outputs to make them more useful and relevant;

19. Performing any other duties assigned by the Director

Skills and Competencies

- Research skills: must be able to undertake research, collecting and collating data with minimum supervision.
- Analytical & critical reasoning skills: the ability to analyse data and reach appropriate conclusions
- Report-writing: must have the ability to write reports to a high standard, reflecting the research conducted. Evidence of individual dissertations and/or theses written will be an advantage.
- Knowledge and experience in Records Management will be an added advantage

Qualifications and Experience

- A Masters Degree in Business Administration, Mass Communications (or equivalent qualification), Public Administration or Law from a recognized University.
- A minimum 5 years' relevant post-Masters work experience in the public or private sector, at least 3 of which in a supervisory role/middle management level. Experience in the public sector and/or in Development organizations *in Sierra Leone* will be an added advantage.
- Experience in journalism will be an added advantage

Person specification

- A mature and confident individual with good interpersonal skills and negotiation skills including the ability to communicate effectively, articulate their view (verbally and in writing) and actively listen to other points of view.

- Good organizational skills with a proven ability to supervise teams and to multi-task whilst prioritizing own work.
- High level of IT literacy – must have excellent skills in MS Office particularly Excel, Word and Access/database. Working knowledge of New Media is an added advantage.
- Ability to work in a team and independently, sometimes with minimum supervision
- Coaching and mentoring skills – *proven* ability in supervising and transferring knowledge to subordinates will be an added advantage
- Negotiation skills including the ability to communicate effectively, articulate their view (verbally and in writing) and actively listen to other points of view.
- Proactive in updating job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations

DESPATCH RIDER / FACILITIES ASSISTANT

Job Context - As a small office, all Support staff are expected to multitask, providing cover /assistance in various related tasks.

Reporting to the Head – HR & Administration, the Despatch Rider / Facilities Assistant will carry out the following tasks:

Despatch

1. Despatching all outgoing official mail to their designated addresses, obtaining signatures
2. for the same in a dedicated Log book receiving and signing for incoming mails, handing over the same to the Administration Assistant.

Facilities - In the absence of the Generator Attendant, provide assistance in the following tasks:

3. operating the Office Generator(s) during working hours, reporting any faults to the Administration Assistant.
4. providing fuel for the generator and reporting on the level of fuel
5. ensuring that the generator rooms are clean and secure at all times
6. any other duties assigned by the Director from time to time.

Skills and Competencies

- Ability to ride a motorcycle in a safe manner

Experience and Qualifications

- Clean vehicular Licence for motorcycles
- At least 3 years' relevant work experience in the public or private sector
- Secondary school qualification in English (GCE O Level or a pass at Grade C and above in WASSCE)

Person specification

- A mature, confident and proactive individual with good interpersonal skills
- IT literacy – proficiency in MS Office and ability to use email will be an added advantage.
- Good communication skills