

# **JOB VACANCIES FOR PUBLIC SECTOR REFORM UNIT**

## **TERMS OF REFERENCE (TOR)**

### **Organization Context**

The Public Sector Reform Unit (PSRU) 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 Programmes geared towards a performance-oriented, citizen-focused public service. Co-ordinating Public 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 staff are expected to be pro-active, highly analytical, forward thinking and able to work in a fast-paced environment. The 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.

### **1. Principal – Corporate Services**

#### **Job Purpose**

To provide strategic leadership and oversight of corporate services functions, including administration, human resources, procurement, and logistics, to ensure efficient institutional operations.

#### **Key Responsibilities**

- Oversee administrative, HR, procurement, and logistics functions
- Ensure compliance with public service rules and regulations
- Coordinate planning and budgeting for corporate services
- Supervise and mentor staff within the directorate
- Develop and implement operational policies and procedures
- Ensure effective asset and resource management
- Prepare periodic management and performance reports

## **Qualifications**

- Bachelor's degree in Business Administration, Public Administration, HR, Finance, or related field
- Master's degree is an added advantage
- Relevant professional certification is desirable

## **Experience**

- Minimum of 8–10 years' relevant experience
- At least 4–6 years in a senior or supervisory role
- Experience in public sector or large organizations preferred

## **Skills and Competencies**

- Leadership and team management
- Strategic planning and decision-making
- Financial and resource management
- Strong communication and report writing
- Integrity and professionalism

## **2. Principal Analyst (Legal)**

### **Job Purpose**

To provide high-level legal analysis, advisory services, and support for legislative and regulatory reforms within the public service.

### **Key Responsibilities**

- Provide legal advice on public sector policies, programmes, and reforms
- Review and draft legislation, regulations, and legal instruments
- Support legislative harmonization and institutional reform processes
- Conduct legal research and prepare advisory opinions
- Ensure compliance with national laws and regulatory frameworks
- Liaise with relevant government legal institutions and stakeholders
- Prepare legal briefs, reports, and documentation

### **Qualifications**

- Bachelor of Laws (LLB) degree from a recognized institution

- Barrister and Solicitor qualification with valid license to practice
- Master's degree in Law, Public Law, or related field is an added advantage

## **Experience**

- Minimum of 8–10 years' post-qualification legal experience
- At least 3–5 years in a senior advisory or supervisory role
- Experience in public sector legal advisory, legislative drafting, or governance reforms

## **Skills and Competencies**

- Strong legal drafting and analytical skills
- Knowledge of public sector legal and regulatory frameworks
- Policy analysis and advisory capability
- High level of integrity and professional ethics
- Excellent communication and report writing skills
- Ability to manage complex legal assignments

## **3. Principal Analyst (Financial)**

### **Job Purpose**

To provide strategic financial analysis, planning, and advisory support to ensure sound financial management within public sector reform initiatives.

### **Key Responsibilities**

- Conduct financial analysis and budgeting for programmes and projects
- Support financial planning and resource allocation processes
- Monitor financial performance and expenditure trends
- Provide advice on public financial management (PFM) reforms
- Ensure compliance with financial regulations and procedures
- Prepare financial reports and forecasts
- Support audits and financial accountability processes

### **Qualifications**

- Bachelor's degree in Accounting, Finance, Economics, or related field
- Professional certification (e.g., ACCA, CPA, CIMA) is required

- Master's degree in Finance, Economics, or Business Administration is an added advantage

## **Experience**

- Minimum of 6–10 years' relevant financial management experience
- At least 3–5 years in a senior or supervisory role
- Experience in public financial management or donor-funded programmes is desirable

## **Skills and Competencies**

- Strong financial analysis and reporting skills
- Knowledge of public financial management systems
- Budgeting and forecasting expertise
- High level of accuracy and attention to detail
- Integrity and accountability

Proficiency in financial software and tools

## **4. Monitoring and Evaluation (M&E) Analyst**

### **Job Purpose**

To support the design and implementation of monitoring and evaluation systems to track performance, outcomes, and impact of programmes.

### **Key Responsibilities**

- Develop M&E frameworks and indicators
- Design data collection tools and methodologies
- Analyze data and produce reports
- Track programme performance against targets
- Support evidence-based decision-making
- Ensure data quality assurance

### **Qualifications**

- Bachelor's degree in Statistics, Economics, Development Studies, or related field
- Master's degree is an added advantage

## **Experience**

- Minimum of 3–5 years in M&E or data analysis
- Experience with donor-funded or public sector projects is desirable

## **Skills and Competencies**

- Data analysis and interpretation
- Proficiency in analytical tools (Excel, SPSS, Stata, Power BI)
- Knowledge of Results-Based Management
- Report writing and presentation
- Attention to detail

## **5. Internal Audit**

**Job Title:** Internal Auditor

**Reports To:** The Director, PSRU

**Job Purpose:** The Internal Auditor is responsible for providing independent, objective assurance and advisory services designed to add value and improve the organization's operations. The role supports the achievement of organizational objectives by systematically evaluating and enhancing the effectiveness of risk management, internal control systems, and governance processes.

### **Key Responsibilities**

- To evaluate and improve the effectiveness of risk management, control, and governance processes
- To ensure compliance with organizational policies, procedures, and regulatory requirements
- To assess the reliability and integrity of financial and operational information
- To identify control weaknesses and recommend corrective actions
- To safeguard organizational assets against fraud, waste, and abuse
- To support management in achieving strategic and operational objectives
- To conduct independent and objective assurance and consulting activities
- To enhance efficiency and effectiveness of internal processes

## **Qualifications**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- Professional certification such as Certified Internal Auditor (CIA), ACCA, CPA, or equivalent
- Additional certification in risk management or auditing (advantage)
- Membership in a recognized professional accounting/auditing body (preferred)
- Strong knowledge of accounting principles and auditing standards

## **Experience**

Minimum of 4–6 years of relevant experience in auditing, accounting, or finance

Experience in internal audit, risk management, or compliance functions

Proven experience in evaluating internal controls and audit procedures

Experience working with audit software and financial systems

Familiarity with regulatory and legal compliance requirements

Experience in report writing and presenting audit findings

## **Skills and Competencies**

Strong analytical and critical thinking skills

Attention to detail and accuracy

Excellent communication (written and verbal)

High level of integrity and professionalism

Problem-solving and decision-making abilities

Knowledge of auditing standards and practices

Proficiency in accounting and financial analysis

## **6. Institutional Reform Analyst**

### **Job Purpose**

To support the design, analysis, and implementation of institutional and public sector reform initiatives.

### **Key Responsibilities**

- Conduct institutional assessments and functional reviews
- Support policy development and reform initiatives
- Analyze governance and organizational structures
- Prepare policy briefs and technical reports
- Facilitate stakeholder consultations
- Support legislative and regulatory reviews

### **Qualifications**

- Bachelor's degree in Public Administration, Public Policy, Political Science, Economics, Law, or related field
- Master's degree is highly desirable

### **Experience**

- Minimum of 4–6 years in public sector reform or policy analysis
- Experience in institutional reviews or governance programmes

### **Skills and Competencies**

- Policy analysis and research
- Institutional diagnostics and reform design
- Report writing and communication
- Stakeholder engagement
- Strategic thinking

## **7. Human Resource Officer**

The Human Resource Officer will report to the **Head of Corporate Services**.

### **Job Purpose**

To provide professional support in the management of human resources functions including recruitment, performance management, staff development, records management, and compliance with HR policies and regulations.

### **Key Duties and Responsibilities**

#### **a) Recruitment and Staffing**

- Assist in the development and implementation of recruitment plans
- Coordinate job advertisements, shortlisting, and interview processes
- Support onboarding and induction of new staff
- Maintain staffing records and establishment data

#### **b) Human Resource Administration**

- Maintain up-to-date personnel records and HR databases
- Prepare employment contracts, letters, and HR documentation
- Monitor staff attendance, leave, and other entitlements
- Ensure compliance with HR policies, procedures, and labour laws

#### **c) Performance Management**

- Support the implementation of performance appraisal systems
- Assist in tracking staff performance and development plans
- Compile performance reports for management review

#### **d) Training and Capacity Development**

- Identify staff training needs and coordinate training programs
- Maintain training records and evaluate effectiveness of programs
- Support career development and succession planning initiatives

#### **e) Employee Relations**

- Provide support in handling staff grievances and disciplinary matters
- Promote a positive workplace culture and staff engagement

- Ensure adherence to ethical standards and code of conduct

#### **f) HR Policy and Systems Support**

- Assist in the review and implementation of HR policies and procedures
- Support HR reforms and institutional restructuring initiatives
- Contribute to HR data analysis and reporting

#### **Qualifications and Experience**

- Bachelor's degree in Human Resource Management, Public Administration, Business Administration, or a related field
- A postgraduate qualification in HRM or related discipline is an added advantage
- Professional certification (e.g., CIPD or equivalent) will be an advantage

#### **Experience**

- Minimum of **4-6 years** relevant experience in human resource management
- Experience in public sector HR systems and reforms is an added advantage
- Demonstrated experience in recruitment, HR administration, and performance management

#### **Skills and Competencies**

- Knowledge of HR policies, procedures, and labour laws
- Competence in HR information systems and record management
- Strong report writing and documentation skills
- Ability to support recruitment and performance management processes
  
- Integrity and professionalism
- Strong interpersonal and communication skills

## **8. Assistant Communications Analyst**

The Assistant Communications Analyst will report to the Head of **Communications**

### **Job Purpose**

To provide technical and administrative support in the development, execution, and monitoring of communication strategies, media engagement, and public information campaigns.

### **Key Duties and Responsibilities**

- Assist in the development and implementation of communication strategies and plans
- Support the preparation of communication materials aligned with institutional priorities
- Contribute to messaging for public sector reform initiatives and programs
- Draft press releases, speeches, briefing notes, newsletters, and reports
- Develop content for websites, social media platforms, and publications
- Ensure consistency in messaging and branding across all communication outputs
- Support engagement with media houses and journalists
- Monitor media coverage and prepare media summaries and analysis reports
- Assist in organizing press briefings, interviews, and public events
- Manage and update institutional website and social media platforms
- Track digital engagement metrics and prepare analytics reports
- Support development of multimedia content (graphics, photos, videos)
- Assist in coordinating communication with key stakeholders, partners, and the public
- Support outreach and advocacy activities
- Maintain stakeholder databases and communication logs

### **Qualifications and Experience**

- Bachelor's degree in Communications, Journalism, Public Relations, Media Studies, or a related field
- A postgraduate qualification is an added advantage

## **Experience**

- Minimum of **3–5 years** relevant experience in communications, media, or public relations
- Experience in public sector communication or development programs is an added advantage
- Demonstrated experience in content writing and media engagement

## **Skills and Competencies**

- Strong writing, editing, and storytelling skills
- Knowledge of media relations and communication strategies
- Proficiency in digital communication tools and social media platforms
- Basic graphic design and multimedia skills (e.g., Canva, Adobe tools)
- Ability to analyze communication data and prepare reports
- Excellent communication and interpersonal skills
- Creativity and innovation

## **9. Stores Officer**

The stores Officer will report to the Procurement Officer.

This role supports the efficient management of inventory, assets, and supplies for PSRU operations, ensuring accountability, transparency, and compliance with public sector procedures.

### **Key Responsibilities**

- Receive, inspect, and record all goods delivered to PSRU, ensuring compliance with procurement documentation.
- Maintain accurate and up-to-date inventory and asset registers in line with public sector standards.
- Ensure proper storage, labeling, and tracking of all materials and equipment.
- Issue supplies to departments based on approved requisitions and maintain proper documentation.
- Conduct periodic stock counts and support annual audits.
- Report discrepancies, damages, or losses and support investigation processes.

- Monitor stock levels and liaise with procurement for timely replenishment.
- Ensure compliance with government financial regulations and donor requirements where applicable.
- Maintain cleanliness, safety, and organization of storage facilities.
- Prepare regular inventory and asset reports for management and audit purposes.

### Qualifications and Experience

- Diploma or degree in Supply Chain Management, Logistics, Business Administration, or a related field.
- Proven experience as a Stores Officer, Storekeeper, or in a similar role.
- Familiarity with inventory management systems and basic accounting principles.
- Experience in warehouse operations and stock control procedures.
- Knowledge of health and safety regulations in a storage environment.

### Skills and Competencies

- Strong organizational and record-keeping skills.
- High level of integrity and accountability.
- Attention to detail and accuracy.
- Good communication and interpersonal skills.
- Basic computer literacy (MS Excel, Word, inventory systems).
- Ability to work independently and within a team.

## **10. Generator Attendant**

### **Job Purpose**

To operate, monitor, and maintain generators to ensure uninterrupted power supply to the institution.

### **Key Responsibilities**

- Operate generators in accordance with procedures
- Conduct routine maintenance and servicing

- Monitor fuel consumption and maintain logs
- Identify and report faults
- Ensure adherence to safety standards

### **Qualifications**

- Technical/Vocational Certificate in Electrical or Mechanical Engineering
- Relevant certification is an added advantage

### **Experience**

- Minimum of 2–3 years in generator operation and maintenance

### **Skills and Competencies**

- Knowledge of generator systems
- Troubleshooting and maintenance skills
- Attention to safety and detail
- Reliability and accountability

## **11. Drivers (2)**

### **Job Purpose**

To provide safe and reliable transportation services for staff, officials, and goods.

### **Key Responsibilities**

- Drive assigned vehicles safely and responsibly
- Maintain vehicle cleanliness and roadworthiness
- Conduct routine checks and basic maintenance
- Keep accurate vehicle logs
- Ensure compliance with traffic regulations

### **Qualifications**

- Senior Secondary School Certificate (WASSCE)
- Valid driver's license

### **Experience**

- Minimum of 5 -8 years professional driving experience

- Experience with government or NGO operations preferred

### **Skills and Competencies**

- Safe driving and road awareness
- Basic vehicle maintenance
- Time management and punctuality
- Professionalism and confidentiality

### **Application Process**

Interested candidates should submit:

- Application letter
- Updated Curriculum Vitae
- Copies of academic and professional certificates

Application be addressed to Head of Corporate Services, Public Sector Reform Unit (PSRU) # 8 Wesley Street Freetown.

Application to be sent: [info@psru.gov.sl](mailto:info@psru.gov.sl)

**Closing date: Friday 16<sup>th</sup> April, 2026. Only shortlisted candidates will be contacted.**