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**VACANCIES:**  
**1 Centre Administrator**  
**1 Research & Communication Officer**  
**1 Research & Community Officer**

**Duty station: Freetown, Sierra Leone**

The Sierra Leone Urban Research Centre (SLURC) based in Freetown is a globally connected urban research centre. It was created through a partnership **Njala University** and **University College London**. The centre aims at building the research and analysis capacity of urban stakeholders in Sierra Leone; making urban knowledge available and accessible to those who need it, prioritizing the residents of informal settlements and their organisations; and delivering world leading research in order to influence the country's urban policy and practice. SLURC is now recruiting for three position described in detail in the following pages.

**HOW TO APPLY:**

Download the full Job Description and Person Specification and read them carefully:  
<http://www.bartlett.ucl.ac.uk/dpu/about-us/dpu-jobs>

Please submit a CV, a covering letter (max 2 pages) explaining which position you are applying for, your motivations to apply for the post and **how your experience and skills fulfil the person specifications**, and contact details for two referees (we will not contact them without your permission).

Applications need to be submitted by email to Dr Ibrahim Bun Kamara, email: [bunkamara@yahoo.com](mailto:bunkamara@yahoo.com) with in copy Dr Joseph Macarthy, email: [jm72macarthy@yahoo.com](mailto:jm72macarthy@yahoo.com) by **25 November 2015**. The subject of the email should indicate: SLURC application and the position for which you are applying.

The candidate will need to be available for interviews in Freetown in the week starting on Monday 7<sup>th</sup> December 2015. Only shortlisted candidates will be contacted.

## Centre Administrator

**Starting Salary: SLL 4,000,000 NET per month (with international opportunities for professional development)**

Under the management of the co-Directors and Project Manager, the Centre Administrator will be responsible for the following duties:

- Assist in the preparation of update on project delivery; drafts related status reports; identifying shortfalls in delivery, budget overruns, etc., and brings to the attention of management.
- Serves as focal point for administrative coordination of project implementation activities
- Liaise with diverse stakeholder organizations to initiate requests, obtain necessary clearances, process and follow-up on administrative actions
- Provides general office assistance; responds to complex information requests and inquiries; reviews, logs and routes incoming correspondence; sets up and maintains files/records; organizes meetings, workshops; handles routine administrative tasks, such as maintaining attendance records, assessing telephone billing, etc.
- Assist in the preparation of documentation and reports for meetings
- Assist in the preparation and procurement of all training materials
- Scheduling of meetings and providing administrative support to all meetings
- Liaise with the public; important urban-focused organizations in Freetown, as well as other key partners in the 'Pull Slum Pan Pipul' project being implemented in Freetown
- Assisting with preparing status reports, performance reporting, and tracking project staffing requirements and expenditures;
- Provide general office assistance, set up and maintain files/records, organize meetings,
- Perform other related duties as required

### **Job Specification**

#### **Essential**

- Relevant experience and training on administration and basic accounting
- Experience of working as an administrator carrying out admin tasks
- Works collaboratively with colleagues to achieve organizational goals
- Attention to detail and compliance with formal procedures
- Speaks and writes clearly and effectively
- Ability to relate to different publics
- Work well under pressure meeting multiple commitments, observing deadlines and achieving results;
- Demonstrates openness in sharing information and keeping people informed.
- Places team agenda before personal agenda;
- Uses time efficiently.
- Proficient Computer literacy & Good knowledge of MS Office package

#### **Desirable**

- Development studies or urban planning
- Experience in advocacy and fund-raising, with focus on fostering partnerships
- Experience of work in the area of human settlements

## Research & Communication Officer

**Starting Salary: SLL 4,000,000 NET per month (with international opportunities for professional development)**

Under the management of the co-Directors and Project Manager, the Research Officer will be responsible for the following duties:

- Assist in designing research methods and tools
- Support in collecting, compiling, and analysing quantitative and/or qualitative data
- Prepare and maintain a complete, accurate and updated database of all project relevant data collected from working in the Freetown slums including data from various partner institutions
- Work collaboratively with the team including the Directors and Project Manager
- Build and maintain relationships with relevant stakeholders
- Deliver reports and produce effective research outputs meeting deadlines;
- Attend and participate in staff meetings and training classes
- Contribute to capacity building activities with relevant stakeholders

### Communication duties:

- Perform regular and / or periodic updates of the SLURC website
- Write news and press releases about SLURC activities and outputs
- Promote and disseminate through multiple communication channels, including social media

### Job specification:

#### **Essential**

- University degree with research methods training or equivalent research experience
- Demonstrated experience working with, managing, cleaning, and analysing datasets.
- Demonstrated experience presenting results from data analysis for specialists and non-specialists (report writing, presentation skills)
- Ability to determine the best study design or approach to answer policy or practice questions
- Demonstrated experience designing research tools and sampling strategies
- Demonstrated experience carrying out research activities
- Computer literacy (MS Word, Excel, Powerpoint, web research tool)
- Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with intention to detail and accuracy
- Ability to work independently and collaboratively with colleagues to achieve organizational goals
- Good organisation skills, work well under pressure meeting multiple commitments, observing deadlines and achieving results
- Interest in professional development and commitment to the values and goals of the centre

#### **Communication:**

- Experience of producing communication outputs such as press releases, blog posts, newsletters, etc.
- Excellent writing skills in English

#### **Desirable**

- Knowledge of statistics and experience using statistical packages for analysing large datasets (Excel, SPSS, Stata etc.)
- Experience in capacity building activities and delivering training
- Experience in producing audio-visual outputs
- Experience of using Content Management Systems for websites
- Experience of using Information & Communication Technologies for Development

## Research & Community Officer

**Starting Salary: SLL 4,000,000 NET per month (with international opportunities for professional development)**

Under the management of the co-Directors and Project Manager, the Research Officer will be responsible for the following duties:

- Assist in designing research methods and tools
- Support in collecting, compiling, and analysing quantitative and/or qualitative data
- Prepare and maintain a complete, accurate and updated database of all project relevant data collected from working in the Freetown slums including data from various partner institutions
- Work collaboratively with the team including the Directors and Project Manager
- Build and maintain relationships with relevant stakeholders
- Deliver reports and produce effective research outputs meeting deadlines;
- Attend and participate in staff meetings and training classes
- Contribute to capacity building activities with relevant stakeholders

### Community outreach duties:

Build strong trust relationship with community actors and their organisations  
Organise and facilitate activities and interactions with communities

### Job Specification

#### Essential

- University degree with research methods training or equivalent research experience
- Demonstrated experience working with, managing, cleaning, and analysing datasets.
- Demonstrated experience presenting results from data analysis for specialists and non-specialists (report writing, presentation skills)
- Ability to determine the best study design or approach to answer policy or practice questions
- Demonstrated experience designing research tools and sampling strategies
- Demonstrated experience carrying out research activities
- Computer literacy (MS Word, Excel, Powerpoint, web research tool)
- Strong analytical skills with the ability to collect, organise, analyse, and disseminate significant amounts of information with intention to detail and accuracy
- Ability to work independently and collaboratively with colleagues to achieve organizational goals
- Good organisation skills, work well under pressure meeting multiple commitments, observing deadlines and achieving results
- Interest in professional development and commitment to the values and goals of the centre

#### Community:

- Experience of working with grassroots groups in informal settlements
- Excellent facilitation skills
- Experience in carrying out participatory activities

#### Desirable

- Knowledge of statistics and experience using statistical packages for analysing large datasets (Excel, SPSS, Stata etc.)
- Experience in capacity building activities and delivering training
- Experience of using Information & Communication Technologies for Development

Note: These job descriptions reflect the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the postholder.