

# JOB DESCRIPTION

Occupational fields: [NGO](#)

Fields of study: [Auditing Accounting](#)

Employment type: [Contractual Full time](#)

Years of experience: [3 - 5 years](#)

Required Qualification: [Degree](#)

Required languages: [English](#)

Required general skills: [Evidence of good interpersonal and communication skill](#)

Region: [Freetown](#)

Organization: [German Development Cooperation \(GIZ\)](#)

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## **JOB DESCRIPTION**

### **Job Title:**

Local Content Portal Manager

### **Responsible to:**

Director General SLLCA through Director of Operations

### **Responsible for:**

The LCA Portal Manager will be responsible for the Online Platform, LCPR that is being used by companies to report Local Content performance across procurement, workforce and capacity development, and to generate the Local Content Scorecard as stipulated by the 2016 Local Content Agency Act.

### **Location:**

Freetown, with possibility of travelling to the province.

**General Information:**

Sierra Leone Local Content Agency (SLLCA) is a government Regulatory Agency charged with the responsibility to provide for the development of Sierra Leone Local Content in a range of sectors of the economy such as industrial, manufacturing, mining, petroleum, marine resources, agriculture, transportation, maritime, aviation, hotel and tourism, procurement of goods and services; public works, construction, health and energy sectors. We are hiring an experienced Portal Manager to manage our online platform.

**Key Responsibilities:**

The Portal Manager will be responsible for overseeing the use of the Portal by the companies, and monitoring compliance with the regulations, and adherence to the targets set by the Local Content plans.

**This would include the following activities:**

- Data sourcing and management from companies;
- Training new company users on Portal functionality;
- Ad hoc support of Portal users for frontend queries: data entry, user profile creation and management, dashboard and data exports
- Verification of reported data;
- Verification of the compliance of Local Content Plans with requirements
- Tracking of performance against Local Content plan targets and activities
- Updating the Director General through Director of Operations on progress and compliance
- Data analysis and production of Quarterly, biannual and annual Local Content performance reports

**Desired skills and experience:**

- Experience with using reporting system software, MS Excel
- Numerate; experience of data analysis and interpretation
- Good written and spoken communication
- Familiarity with Local Content policy/Act and regulations
- Experience of auditing, accounting and procurement

### **Education, Training and Experience:**

- University degree (preferably a post-graduate degree) in Auditing, Accounting, Management Information System or Public Procurement; or an equivalent combination of education, training and a minimum of 5 years directly relevant experience.
- Minimum of three to five years' experience working in a policy and/or legislative environment providing independent research, analysis and advice on complex issues, including evaluation of options and recommendations.
- Experience meeting, consulting and corresponding with Private sector partners, and stakeholder groups on policy proposals and existing government policies, including explanation of technical details on complex issues.
- Considerable experience preparing briefing materials for Director General through Director of Operations and/or analysing data
- Experience managing legislative/policy projects, and implementing policy decisions.

### **SKILLS AND ABILITIES**

- Expert speaking, writing and consulting skills.
- Ability to work independently to meet critical and competing deadlines to produce high quality work in short timeframes.
- Demonstrated competency in research, Monitoring and Evaluation and policy analysis, including ability to identify and explain complex policy issues.
- Ability to work productively with others as part of a team.
- Ability to interpret legislation and prepare drafting instructions for Legislative Counsel.

### **KEY COMPETENCIES**

Analytical Thinking is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

Leadership implies a desire to lead others, including diverse teams. Leadership is generally, but not always, demonstrated from a position of formal authority. The "team" here should be understood broadly as any group with which the person interacts regularly.

### **Application to be submitted to:**

HR Department – Sierra Leone Local Content Agency

3rd and 4th Floors

21 Steward Street, Off Sander Street

Freetown

Email: [info@localcontent.gov.sl](mailto:info@localcontent.gov.sl)

Deadline for submission of applications should be on the 15th July, 2020.

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