

**Job Title:** Project Manager – (Research/Governance)

**Location:** Freetown, Sierra Leone (with some field travel)

**Contract:** Full-time, fixed-term for one year, with strong possibility of extension

**Application Deadline:** 22<sup>nd</sup> December 2025

Engage Salone is looking for an experienced **Project Manager** to lead a new integrated project that combines research with an engaging audience-facing media program to enhance governance, increase civic participation and advocacy and support institutional resilience in Sierra Leone. This exciting role will oversee project planning, delivery, and reporting, while building strong partnerships with civil society, media, government, academic institutions and other stakeholders.

### **Key Responsibilities**

#### **Project Management & Coordination**

- Lead day-to-day management of the project, ensuring delivery of activities within agreed timelines, budget, and quality standards.
- Develop and maintain detailed project workplans, budgets, and reporting frameworks.
- Coordinate across project and production/editorial teams, research partners, civil society and government institutions.

#### **Stakeholder Engagement & Partnerships**

- Build and sustain effective relationships with civil society actors, government ministries, universities and media partners.
- Facilitate dialogues and workshops on research findings.

#### **Monitoring, Evaluation, Learning (MEL)**

- Oversee project monitoring and evaluation, ensuring data-driven tracking of outcomes and impact.
- Ensure timely preparation of donor reports, progress updates, and media/communication outputs.
- Support adaptive learning processes and incorporate findings into project strategies.

#### **Research Governance & Knowledge Management**

- Support capacity building for local research institutions, civil society, media and governance actors.
- Promote knowledge-sharing platforms, publications, and dissemination of research findings.

- Ensure integration of governance, accountability, and inclusivity principles across project activities.

### **Financial & Administrative Oversight**

- Work with Finance and Admin teams to manage project budget, expenditures, and compliance.
- Ensure donor requirements and organizational policies are adhered to.
- Supervise project staff, consultants, and interns as needed.

### **Qualifications:**

- Tertiary-level education in public policy, research methods, development studies, governance or related field.
- 2-3 years' project management experience in governance, research, or development programmes.
- Proven skills in stakeholder engagement, MEL, and donor reporting.
- Excellent communication and leadership skills.
- Proficiency in project management tools, MS Office, and digital collaboration platforms.
- Experience managing donor-funded projects (knowledge of compliance requirements).
- A good understanding of the media landscape in Sierra Leone.

### **Personal Attributes**

- Strong leadership and organizational skills.
- Ability to work independently and as part of a team.
- High integrity and commitment to transparency and accountability.
- Flexibility to manage multiple priorities in a fast-paced environment.

### **How to apply**

Please send your application containing an up-to-date CV, tailored to this role and a cover letter to [info@engagesalone.org](mailto:info@engagesalone.org) .

**NOTE: This position is subject to funding, and successful candidates will be contacted as soon as funding is secured.**