

## CSI JOB DESCRIPTIONS

### LOCAL PROGRAM OFFICER

**Supervisor:** Program Coordinator

**Position Summary:** Oversees all program activities with the Program Coordinator

**Minimum Qualifications:** Guinean citizenship. HS Diploma (advanced degree strongly preferred), English/French fluency, Krio and national languages preferred. Computer literacy in Word and Excel, 5+ years professional experience. Management experience required. Experience in issues of gender and sexual violence preferred; sensitivity to and interest in these issues required. Ability to maintain confidentiality required.

**Tasks and Responsibilities:**

1. Provide assistance with recruitment and training
2. Serve as field liaison, conducting supervision and oversight of program activities and staff performance
3. Assist Coordinator in the development and implementation of new evaluation and training materials as well as systems for the increased efficiency and effectiveness of the program
4. Provide oversight of project logistics, administration, disbursements, distributions as well as project management and strategic development in collaboration with Project Coordinator
5. Approve grant proposals, training budgets and program expenditures in absence of Project Coordinator
6. Participate in inter-NGO, UNHCR and ARC coordination meetings
7. Assist with monthly statistical and narrative reporting
8. Other related duties as requested

### TRAINING ADVISOR

**Supervisor:** Program Coordinator

**Position Summary:** Designs and conducts internal and external GBV trainings.

**Minimum Qualifications:** HS Diploma (advanced degree preferred), English/French fluency, Krio and national languages preferred, computer literacy in Word and Excel, 5+ years professional experience in training/teaching, experience with and sensitivity to gender violence issues. Ability to maintain confidentiality required.

**Tasks and Responsibilities:**

1. Review and revise curriculum for gender violence training in collaboration with Countrywide Trainer; adapt curriculum to target audiences (securities, health agents, protection, NGOs, etc.) Organize and conduct trainings for these and other target groups
2. Collaborate with Caseworker and health post supervisory staff to review health post training needs in counselling and gender violence; develop and implement specific gender violence response protocols for the health program in collaboration with ARC/Health, UNHCR, MSF and IRC
3. Assist program supervisors with the logistics, organization and facilitation of training. Assess training competencies of staff and facilitate TOTs and refresher training for supervisory staff
4. Facilitate the organization of cross-sector business/gender violence training for IGP and CSI programs in collaboration with Countrywide trainer.

5. Liaise with RHL and IGP staff on Business/Literacy issues in collaboration with Countrywide Trainer
6. Identify training consultants for targeted training; conduct TOTs and supervise performance
7. Perform other relevant trainings (for example: GBV referral system, problem analysis, CSI staff trainings)
8. Attend interagency meetings as needed
9. Other duties as requested by the Coordinator

<b>CSI GRANTS ADVISOR</b>
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**Supervisor:** Program Coordinator

**Position Summary:** Responsible for all CSI grants and scholarships

**Minimum Qualifications:** Guinean citizenship. HS Diploma (advanced degree preferred). English/French fluency, Krio and national languages preferred. Computer literacy in Word and Excel; 5+ years professional experience; management experience preferred. Experience in issues of gender and sexual violence preferred; sensitivity and interest in these issues required. Ability to maintain confidentiality required.

**Tasks and Responsibilities:**

1. Process training and gender violence prevention grants
  - a. Conduct pre-grant assessments/interviews with beneficiaries; make recommendations for grant approvals
  - b. Organize required purchase lists for approved projects; help oversee purchasing, coordinate transport and field storage of grant materials
  - c. Assure that business management training is successfully conducted for all training groups
  - d. Supervise or conduct disbursement of grant materials
  - e. Collaborate with Monitoring and Evaluation Officer to oversee beneficiaries and make recommendations for improving the grant process
2. Process provision of scholarship grants to extremely vulnerable women
  - a. Maintain and develop systems of referrals to professional and Para-professional training programs
  - b. Collaborate with training program partners and CSI field staff to oversee and track scholarship recipients
  - c. Ensure transparency in scholarship disbursements; supervise or conduct stipend disbursements
3. Assist Program Coordinator and Local Program Officer in management of program
  - a. Maintain beneficiary files
  - b. Write monthly statistical and narrative reports
  - c. Provide feedback from field staff to Program Coordinator
  - d. Make recommendations for the program's improvement and strategic development
  - e. Other tasks as requested

<b>MONITORING AND EVALUATION OFFICER</b>
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**Supervisor:** Program Coordinator

**Position Summary:** Responsible for all CSI grants and scholarships

**Minimum Qualifications:** HS Diploma (advanced degree preferred), English/French fluency, computer literacy in Word and Excel, 5+ years professional experience, management experience preferred. Experience in issues of gender and sexual violence preferred; sensitivity and interest in these issues required; ability to maintain confidentiality required

**Tasks and Responsibilities:**

1. Improve tools (data collection methods, interviewing techniques, indicators, statistical analysis) to provide effective evaluation of all project aspects
2. Ensure that staff and participants are adhering to CSI regulations
3. Evaluate procedures through pre-grant interviews
4. Conduct random monitoring and evaluation visits to all training groups
5. Conduct final interview/assessments of individuals and groups at the end of the training period
6. Provide recommendations to Program Coordinator and Training Advisor for additional, targeted training or resources based on results of evaluations
7. Serve as liaison to all field staff, including all Supervisors
8. Perform other duties as assigned by the Program Coordinator

**PROGRAM CLERK**

**Supervisor:** Program Coordinator

**Position Summary:** Manage database, responsible for office and camp supplies and administrative needs

**Minimum Qualifications:** Oral and written English and French. High School diploma. Very good computer skills including knowledge of Word, Excel and Access. At least three years of office/secretarial experience. Good interpersonal skills. Knowledge and experience with radios, handsets and other office equipment. Experience/interest in issues of gender violence. Ability to handle sensitive information and maintain confidentiality is essential.

**Tasks and Responsibilities:**

1. Monitor and maintain administrative files and forms
2. Perform data entry of program statistics in Excel and Access
3. Prepare and distribute specific documents and activity reports
4. Facilitate communication between CSI office and field staff through travel to Albadaria camps, radio contact and written information
5. Collect, collate, and file program documents, statistics, and reports
6. Assist with program logistics
7. Maintain client database, adding new data, client updates, etc. Verify potential clients for grant eligibility
8. Photocopy and classify files, weekly/monthly reports, memos and other program documents
9. Compile field/office supply needs and prepare supply and purchasing request forms
10. Manage program library
11. Assist in preparation of workshop materials, schedules, per diem needs, certificates
12. Prepare program documents, including letters, grant proposal forms, surveys, etc.
13. Responsible for office inventory, including radios, mopeds, motorcycles, computers, printers, etc.
14. Responsible for management of office supplies, tracking of monthly consumption for main office and field
15. Responsible for preparing work orders for office equipment repairs
16. Prepare mission orders where appropriate
17. Other duties as assigned by CSI Coordinator

**CSI SUPERVISOR**

**Supervisor:** Program Coordinator with input from Local Program Officer, Grants Advisor and Training Advisor

**Position Summary:** Oversees all CSI's camp activities, supervises Animators

**Minimum Qualifications:** HS diploma, English/French fluency, 3+ years work in community services, interest in gender issues. Sensitivity to gender violence issues is required. Candidate must be highly approachable and able to gain the trust of survivors of gender violence. Ability to maintain confidentiality required. Training/teaching experience preferred.

**Tasks and Responsibilities:**

1. Supervise training grant activities at Women's Center; facilitate business/grant management workshops for training grant clients
2. Conduct assessments of camp security; identify problem areas and work with communities to propose solutions; supervise distribution and maintenance of lighting systems; organize and facilitate sensitivity training workshops for security committees
3. Liase with health and community workers to facilitate referrals of survivors of sexual violence to appropriate services
4. Work with Training Advisor to organize and facilitate trainings on issues relating to gender violence
5. Work with Grant Advisor to organize and disburse training grant materials to beneficiaries
6. Liase with ARC Business Extension agents to make referrals; provide gender violence sensitivity training for BEAs
7. Liase with community service partners and UNHCR, gender committees and Women's Center management committees in the field; participate and report on activities
8. Provide monthly statistical and narrative reports

<b>CSI ANIMATOR</b>
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**Supervisor:** CSI Supervisors

**Position Summary:** Implements CSI's activities under direction of Supervisors

**Minimum qualifications:** Secondary school education (HS diploma preferred), English literacy/numeracy, training/teaching experience a plus; spoken Krio and national languages preferred; good interpersonal skills required; experience in issues of gender and sexual violence preferred; sensitivity and interest in these issues required; ability to maintain confidentiality required

**Tasks and Responsibilities:**

1. Conduct supervision of lighting systems as appropriate; report on problem cases to Supervisors
2. Provide assistance with record keeping and training for skills-training grant projects at Women's Center; supervise training and prevention projects in collaboration with project supervisors
3. Assist with gender violence sensitivity and business training workshops in terms of organization, and participation in role-plays and small group discussions under the supervision of the project supervisors.
4. Assist with grant disbursements and general distributions.
5. Translate and mobilize community groups for project activities of both IRC/SGBV and ARC/CSI projects. Provide referrals to both programs.
6. Other tasks as assigned by the Program Coordinator.

<b>GRANT STOREPERSON</b>
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**Supervisor:** CSI Supervisors

**Position Summary:** Maintains warehouse of grant materials.

**Minimum Qualifications:** HS Diploma (advanced degree preferred). English literacy required. Spoken Krio and national languages preferred. Strong organizational, mathematical and record keeping skills

required. Good interpersonal skills required. Management experience preferred. Experience in issues of gender and sexual violence preferred; sensitivity and interest in these issues required. Ability to maintain confidentiality required.

**Tasks and Responsibilities:**

1. Responsible for the organization and safe keeping of materials for CSI grant groups.
2. Maintain monthly inventory of all materials in the CSI storeroom.
3. Oversee and record all materials entering and leaving the storeroom on a daily basis.
4. Notify Supervisors of any problems with materials.
5. Assist with other CSI activities including, but not limited to sensitizations, trainings, grant disbursements and general distributions.

<b>CASEWORKER</b>
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**Supervisor:** Program Coordinator

**Position Summary:** Provides support and advocacy for GBV survivors within the refugee health care system.

**Minimum Qualification:** HS Diploma (advanced degree preferred), English/French fluency, 4+ years professional experience in counselling, experience with survivors of violence and other psychological traumas. On-call position. Knowledge of gender issues and confidentiality required.

**Tasks and Responsibilities:**

1. Provide confidential support and advocacy to GBV survivors within the health care system.
2. Conduct outreach in the community.
3. Provide direct client referrals for mental health, counselling, protection or legal assistance.
4. Help develop trainings for health post staff on GBV sensitivity and medical response.
5. Identify areas for improvement within the health care system.
6. Compile and report on gender violence health statistics (numbers, types of cases, referrals provided, etc.) on a monthly basis.

<b>WOMEN OF TODAY PROGRAM ADVISOR</b>
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**Supervisor:** Program Coordinator

**Position Summary:** Oversees all WOT activities in collaboration with Program Coordinator.

**Minimum Qualification:** HS Diploma (advanced degree preferred), English fluency, 5+ years professional experience in counselling, education, health or advocacy. Knowledge of gender issues and confidentiality required.

**Tasks and Responsibilities:**

1. Responsible for overall program management.
2. Supervise identification of participants.
3. Supervise and train WOT Supervisors and Animators, conducts field assessments of performance.
4. Initiate, organize and facilitate workshops for staff and participants.
5. Set up vocational trainings: contracts with trainers, training locations etc.
6. Oversee purchasing, disbursement and use of vocational training supplies.
7. Monitor vocational classes, evaluate trainee progress.
8. Oversee vocational group finances.
9. Facilitate contact with partner NGOs for referrals, etc.
10. Responsible for overall tracking of client participants, oversees case management
11. Statistical and narrative reporting.

## WOT PROJECT SUPERVISOR

**Supervisor:** WOT Program Advisor

**Position Summary:** Supervises and implements WOT activities.

**Minimum Qualification:** HS Diploma, English fluency, 3+ years professional experience in counselling, education or advocacy. Knowledge of gender issues and confidentiality required.

**Tasks and Responsibilities:**

1. Identify new program participants.
2. Conduct client interviews. Complete intakes, questionnaires and forms.
3. Supervise Animators, assess performance.
4. Develop skills training supply list, verify material needs with vocational trainers, track purchases with ARC/Logs.
5. Manage disbursement and use of training materials under the supervision of the Program Advisor.
6. Help keep vocational group's financial records. Assist in stipend disbursement.
7. Track participant attendance at health and vocational training sessions.
8. Assist with organization and facilitation of workshops.
9. Write weekly and monthly activity reports.

## WOT ANIMATORS

**Supervisor:** WOT Supervisors

**Position Summary:** Implements WOT activities at the field level.

**Minimum qualifications:** Secondary school education (HS diploma preferred), English literacy/numeracy, training/teaching experience a plus. Knowledge of gender issues and confidentiality required.

**Tasks and Responsibilities:**

1. Assist with identification of participants.
2. Follow-up and track participants (participant involvement, needs, problems, etc.) and report to Program Advisor and supervisors.
3. Conduct home and vocational training visits.
4. Assist with organization and facilitation of workshops.
5. Other related duties as requested.

## WOT HOUSEKEEPER

**Supervisor:** WOT Program Advisor

**Position Summary:** Responsible for safety and security of staff, participants and materials.

**Minimum Qualifications:** HS Diploma preferred. Spoken English required. Spoken Krio and national languages preferred. Good interpersonal skills required. Sensitivity to issues of gender and sexual violence and ability to maintain confidentiality required. Must be highly reliable.

**Tasks and Responsibilities:**

1. Responsible for safekeeping of office building and materials in the office.
2. Responsible for security of staff and beneficiaries.
3. Stay at the office, relays messages between staff.
4. Report any problems to Supervisors.