

Are you passionate about researching **TRADITIONAL METHODS OF RECONCILIATION** and wish to work alongside communities to build sustainable peace in Sierra Leone?

Fambul Tok – Krio for “Family Talk” is a new national community initiative that facilitates a robust framework for peace and reconciliation in Sierra Leone. It builds on local traditional mechanism of reconciliation and leadership to ensure maximum community ownership and participation from all sections of the population into the reconciliation process. Fambul Tok requires applications from qualified Sierra Leoneans (male/female) to fill the position of **Research and Documentation Coordinator**. The terms of reference for the incumbent include but are not limited to the following:

Duties and Responsibilities:

R&D manager reports directly to the Program Manger. He/she will provide research and documentation support to all the other Fambul Tok programs and related activities.

He/she will develop research issues and themes relevant to the project. The incumbent will also liaison with programs and institution to develop surveys and research tools – qualitative and quantitative for internal and external purposes.

Knowledge and Abilities:

The R&D coordinator will need to be able to work in a field environment and manage a large database of information. Coordinator must have excellent research skills, the ability to multitask, interview, and write donor reports. He/she must have experience with government policies and legislation (in relations to reconciliation), planning research, and developing surveys. The ideal candidate must have a background in researching international traditional methods of reconciliation.

Additional Qualifications: Requirements & Skills

- Bachelor’s degree required. Master’s degree preferred.
- Fluency in speaking Krio and English. Conversational in other local dialects, a plus.
- Two-to-three years of relevant experience in research and monitor and evaluation
- Knowledge in information technology or willing to learn.
- Outstanding writing, planning and communications skills are required.
- Ability to write to write reports
- Strong organization and project management skills.
- Experience with Microsoft Office software, databases.
- Travel will represent 50+% of the person’s time.
- Salary Negotiable

How to Apply:

Please apply by sending your resume, cover letter with three referees to info@forumofconscience.org or dropping it off to Forum of Conscience at 89 Fort Street, Freetown. No phone calls please.

Deadline for application: July 22nd 2008 and **ONLY SHORT LISTED APPLICANTS WILL BE CONTACTED**