



POLITICAL PARTIES REGULATION COMMISSION

OAU Drive, Tower Hill, Freetown, Sierra Leone +23278443294

Email: info@pprc.gov.sl / pprcsierraleone@yahoo.com

Website: www.pprc.gov.sl



Terms of Reference

Functional Title: Political Finance Officer

PPRC Grade: 8

Job Purpose: The Political Finance Officer will assist the Commission to discharge its mandate as specified in Section 34 & 35 of the 1991 Constitution of Sierra Leone, the Political Parties Act No. 25 of 2022 and other relevant legislation.

Reporting: The Political Finance Officer will report to the Political Finance Manager

Duties and Responsibilities:

- Assist the Political Finance Manager in ensuring Political Parties Submit their Annual Audited Financial Statements to the Commission
- With the supervision of the Political Finance Manager, track political parties to account for funds raised and ensure disclosure of same
- Assist in ensuring Political Parties submit to the Commission their sources of income, Statement of Assets and Liabilities
- Assist in monitoring Party funding via donations, contributions and other permissible sources
- With the supervision of the Political Finance Manager, assist in ensuring political parties maintain the following records in their National and Regional offices; Lists of membership and executives of all cadres, donations, contributions and dues, Sources of their funding, Inventory of their Property, the mode of acquisition and time
- Under the supervision of the Political Finance Manager, assist in reviewing reports submitted by political parties on campaign expenditures, contributions, assets and liabilities (pre and post election declaration)
- Assist in reviewing Audited Financial Statements submitted by political parties
- Ensure that a suitable filing system is developed in the Department which captures and retains the relevant documents in an orderly manner
- Ensure compliance with all issues in relation to political finance by the political parties
- Provide technical support to political parties when required
- Prepare quarterly report for the attention of the Political Finance Manager
- Perform other duties as assigned by the Director of Finance and Political Finance Manager

Required Skills and Experience

- Bachelor's degree in Finance, Accounting, Economics, Business Administration, or a related field

- Minimum of 2-3 years of experience in financial management, accounting, or a related field, preferably within a regulatory or governmental environment
- Demonstrated experience in political finance, campaign finance, or similar regulatory compliance roles
- Proficiency in financial analysis, budgeting, and accounting principles.
- Deep understanding of political finance regulations and compliance requirements.
- Excellent written and verbal communication skills.
- High level of integrity and ethical standards.
- Proficiency in financial management software and databases.

All Application Letter should be hand delivered or sent via email on pprcsierraleone@yahoo.com along all academic and supporting documents to the Office of the Director, Admin/ Human Resources, Political Parties Regulation Commission (PPRC) on OAU Drive, Tower Hill, Freetown on or before **25th July, 2024** by 4:45pm. Women are strongly encouraged to apply. Late submission will not be accepted.



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Terms of Reference

Functional Title: Administration & Human Resources Officer

PPRC Grade: 8

Job Purpose: The Administration & Human Resources Officer will assist the Commission to discharge its mandate as specified in Section 35 of the 1991 Constitution of Sierra Leone, the Political Parties Act of 2022 and other relevant legislation.

Reporting: The Administration & Human Resources Officer will report to the Admin/ Human Resources Manager

Duties and Responsibilities:

- Support the Admin/Human Resource Manager to organize, maintain and update internal databases with personnel records of employee
- Assist in preparation offer documentation and in the conduct of orientation sessions
- Assist with the development and implementation of HR policies and procedures
- With the supervision of the Admin/Human Resources Manager, assist payroll department by providing employee information on leaves and employee benefits.
- Assist in all recruitment procedures
- Take meeting minute and notes as and when necessary
- Assist in preparing correspondences, processing confidential reports and documents
- Ensure proper documentation and record-keeping of administrative activities
- Support the Admin/Human Resources Manager to handle all employee queries, written or verbal with the utmost confidentiality.
- Keep up to date information on current issues and matters related to the HR department
- Frequently interact with Directors, Managers and heads of various departments in disseminate information
- Assist in organizing and supervising all travel arrangements for employees
- Assist the Admin/Human Resource department in the management of day-to-day tasks
- Perform other duties as assigned by the Admin/Human Resources Manager

Required Skills and Experience

- Bachelor's degree in Human Resources or other related fields
- Minimum of 2-3 years of experience in HR administration
- Knowledge of Legal Instruments binding his/ her job
- Strong computer skills, including proficiency in Microsoft Office Suite
- Excellent communication and interpersonal skills
- Ability to work in a team, work under pressure and meet deadlines

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Terms of Reference

Functional Title: Regional Admin/ Finance Officers

PPRC Grade: 8

Job Purpose: The Finance Officer will assist the Commission to discharge its mandate as specified in Section 34 & 35 of the 1991 Constitution of Sierra Leone, the Political Parties Act No. 25 of 2022 and other relevant legislation.

Reporting: The Regional Admin/ Finance Officer will report to the Deputy Director of his/her Region

Duty Station: North-West & Southern Region

Duties and Responsibilities:

- Assist the Deputy Director in ensuring adequate financial management systems, by implementing and maintaining effective internal control policies and procedures, including budgetary monitoring and controls and cash flow management following the PPRC Financial Policies and Procedures
- Review field budget activities to ensure cost efficiency
- Take responsibility for the maintenance of all office equipment
- Ensure all procurement comply with competitive three quotations
- Verify travel expense report
- Prepare payment request according to the internal procedure of PPRC
- Ensure all transactions accepted for payment, processing are correctly approved and accurate accounting information provided for posting in the ledger
- Provide support role in Audit (Internal and External) including preparation of documents for (internal, external and donor audit) in the field of office when necessary
- Responsible for the management of correspondences (Incoming and outgoing)
- Manage proper filing system and documentation of all admin and finance files (including invoices, payment vouchers, utilities, expense report etc)
- Ensure that all transactions are processed and ready in timely manner for monthly and quarterly report
- Updating of cash book and management of petty cash
- Issue, track and reconcile approved travel advances to field office staff, review advance reconciliation and claims for completeness and accuracy
- Preparation of monthly bank reconciliation statement

- Assist the Finance Manager in the preparation of the PPRC's annual budget proposals
- Ensure that a suitable filing system is developed in the Department which captures and retains the relevant documents in an orderly manner
- Prepare monthly report for the attention of the Finance Manager
- Account for petty cash and cash advances and ensure adequate supporting documents for replenishment
- Assist the Finance Manager in ensuring that no payment is made that has not been properly budgeted for and for which sufficient funds are not available, unless with the written approval of the Executive Secretary
- Assist with the preparation of PPRC's financial statements for audit
- Maintain and update records of cheque books (bank and stubs) and accounting records
- Maintain accurate balances of PPRC's receivables and payables
- Perform other duties as assigned by the Deputy Director

Required Skills and Experience:

- Bachelor's degree / advance Diploma in Finance, Accounting, Financial Services or other relevant qualifications
- At least 3 years of progressively responsible experience in financial management
- Experience with computerized financial management systems
- Ability to work in a team, work under pressure and meet deadlines
- Excellent computer skills as well as excellent oral and written communication skills in English

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Terms of Reference

Functional Title: Drivers

PPRC Grade: 3

Job Purpose: The Drivers will assist the Commission to discharge its mandate as specified in Section 35 of the 1991 Constitution of Sierra Leone, the Political Parties Act of 2022 and other relevant legislation.

Reporting: The Drivers will report to the Procurement and Logistics Officer

Specific Responsibilities/Duties:

- Drive the staff of the Commission;
- Responsible for the day to day maintenance of the assigned vehicle, check oil, water, battery, brakes, tyres and perform minor repairs; inform the Procurement and Assets Management Officer via line supervisor, of any major repairs required;
- Ensure that the vehicle is kept clean at all times;
- Log all official and personal trips in the logbook provided daily; i.e. mileage, gas, consumption, oil changes, etc and ensure the logbook is available whenever required; ensure that the Logistics Officer via line supervisor is informed of any need for repairs;
- Report all accidents and comply with rules relating to accidents;
- Ensure all accessories including toolbox, first aid kits, umbrellas, etc are available in the vehicle assigned at all times and promptly report misplacement or depletion to Supervisor for necessary action.
- Perform other job-related duties as required.

Prerequisite Qualifications & Relevant Experience

- Completion of secondary school/ BECE
- Ability to read, write and understand instructions in the English language,
- Professional driver's license,
- Skills in minor vehicle repair are desirable.

Work Experience: Secondary/BECE and at least 3 years experience as a professional driver

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Terms of Reference

Functional Title: Outreach Officer

PPRC Grade: 8

Job Purpose: The Outreach Officer will assist the Commission to discharge its mandate as specified in Section 34 & 35 of the 1991 Constitution of Sierra Leone, the Political Parties Act of 2002 and other relevant legislation.

Reporting: The Outreach Officer will report to the Director of Training and External Relations

Duty Station: North & Southern Region

Duties and Responsibilities:

- Assist the Director of Training and External Relations in planning public information activities and implementation of sensitization campaigns nationwide to maximize public awareness of PPRC activities
- Generates regular professional media coverage about PPRC for radio, television, internet and in print media
- Act as one of the spokespersons for the Commission, give interviews, draft press releases, organize press conference, media special events, prepare briefing materials in advance, facilitate media coverage of PPRC activities and events nationwide
- Maintain contact with field staff to obtain timely updates of field activities and events for publication
- Act as a focal point with the press, implement activities to develop more cooperative working relationships with press and more effective media coverage of PPRC;
- Maintain and update files, extracts, articles, photographs and other relevant information pertaining to the PPRC
- Identify key partners (Civil Society Organization, NGO's etc) and opportunities for strategic partnership to further PPRC outreach efforts and maintain relationship with these agencies
- Prepare weekly activity reports for the Director of Training and External Relations;
- Assists the Director of Training and External Relations in establishing a small library for training and research materials
- Assists in the planning of public information activities and implementation of sensitization campaigns nationwide to maximize public awareness of PPRC activities
- Perform other duties as assigned by the Director of Training and External Relations

Required Skills and Experience:

- Bachelors degree/ Diploma in Mass Communication, Public Relations, Education and/or any other relevant qualifications
- At least 3 years experience of progressively experience in public relations or related field
- Ability to work in a team, work under pressure and meet deadlines
- Excellent computer skills as well as excellent oral and written communications skills in English

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Terms of Reference

Functional Title: Assistant Officer

PPRC Grade: 7

Job Purpose: The Assistant Officer will assist the Commission to discharge its mandate as specified in Section 34 & 35 of the 1991 Constitution of Sierra Leone, the Political Parties Act of 2022 and other relevant legislation.

Reporting: The Assistant Officer will report to the Administrative and Human Resources Officer

Duties and Responsibilities:

- Oversee the daily operations of the Executive Secretary's office, ensuring efficiency and organization
- Ensure all assigned administrative work are carried out in accordance with established policies and regulations of the Commission
- Ensure efficient administrative support to the Executive Secretary , including schedule appointments, drafting reports and other secretarial duties
- Assist in the preparation and dissemination of reports, correspondence, and other documents
- Act as the primary point of contact between the Executive Secretary and internal/external stakeholders
- Ensure proper arrangements are made in a timely manner before any meeting
- Manage office supplies, equipment, and other resources to support the Executive Secretary's functions
- Maintain and update central register to record all official communications; that is incoming and outgoing correspondences in the Office of the Executive Secretary
- Establish and maintain a well structured paper and electronic filing system and facilitate secure and prompt access
- Perform other duties as assigned by the Executive Secretary and Admin/ Human Resources Officer

Required Skills and Experience:

- Diploma/ Certificate in Secretarial Studies, Human Resources, Social Work or other relevant qualifications

- Ability to work in a team, work under pressure and meet deadlines
- At least two years experience in related field
- Excellent computer skills as well as excellent oral and written communication skills in English

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Terms of Reference

Functional Title: Monitoring and Evaluation Manager

PPRC Grade: 9

Job Purpose: The Monitoring and Evaluation Manager will assist the Commission to discharge its mandate as specified in Section 34 & 35 of the 1991 Constitution of Sierra Leone, the Political Parties Act of 2022 and other relevant legislation.

Reporting: The Monitoring and Evaluation Manager will report to the Executive Secretary

Duties and Responsibilities:

- Design and implement a comprehensive M&E framework and system that aligns with the PPRC's strategic objectives
- Develop monitoring and evaluation tools and guidelines to standardize data collection and reporting processes
- Develop monitoring and evaluation plan, appropriate baseline and target values for each program that will be implemented by the commission
- Ensure that each program staff participate in the preparation of the monitoring and evaluation Plan
- Ensure that each program outcomes and outputs are clearly defined in order to measure the performance of implementation
- Ensure that Indicators of each program are aligned with outcomes and outputs and fully defined and disaggregated
- Develop an annual monitoring and evaluation work plan (that describes the priority monitoring and evaluation activities and defines responsibilities, costs, funding and timeline for delivery of outputs)
- Oversee the collection, analysis, and interpretation of data related to the PPRC's programs and activities
- Ensure data quality, accuracy, and integrity through regular data verification and validation processes
- Prepare and present regular monitoring and evaluation reports to the Executive Secretary and other Management Staff
- Document lessons learned, best practices, and success stories to inform future program planning and implementation
- Train and support PPRC staff in monitoring and evaluation methodologies, tools, and processes
- Build the capacity of PPRC staff to use monitoring and evaluation data for strategic decision-making
- Conduct periodic evaluations and assessments to measure the impact and effectiveness of the PPRC's regulatory activities

- Facilitate learning and knowledge-sharing sessions to promote continuous improvement.
- Engage with key stakeholders, including political parties, civil society organizations, and international partners, to gather feedback and ensure alignment of monitoring and evaluation activities with stakeholder needs
- Represent the PPRC in monitoring and evaluation related forums and networks
- Perform other duties as assigned by the Executive Secretary

Required Skills and Experience:

- A Masters degree in Monitoring and Evaluation, Statistics, Public Administration, Political Science, or a related field
- At least 5 years of professional experience in M&E, preferably within the governance or political sector
- Strong knowledge of M&E methodologies, tools, and best practices
- Proven experience in data collection, analysis, and reporting
- Excellent analytical, problem-solving, and organizational skills
- Proficiency in M&E software and tools
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team

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Terms of Reference

Functional Title: Monitoring and Evaluation Officer

PPRC Grade: 8

Job Purpose: The Monitoring and Evaluation Manager will assist the Commission to discharge its mandate as specified in Section 34 & 35 of the 1991 Constitution of Sierra Leone, the Political Parties Act of 2022 and other relevant legislation.

Reporting: The Monitoring and Evaluation Officer will report to the Monitoring and Evaluation Manager

Duties and Responsibilities:

- Assist the Monitoring and Evaluation Manager in designing and implementing the monitoring and evaluation framework and system.
- Contribute to the development of monitoring and evaluation tools and guidelines for data collection and reporting.
- Assist the Monitoring and Evaluation Manager in the development of the annual monitoring and evaluation work plan (that describes the priority M&E activities and defines responsibilities, costs, funding and timeline for delivery of outputs)
- Support in the development of monitoring and evaluation tools and guidelines to standardize data collection and reporting processes
- Assist in developing monitoring and evaluation plan, appropriate baseline and target values for each program that will be implemented by the commission
- Collect and manage data related to the PPRC's programs and activities for the attention of the Monitoring and Evaluation Manager
- Ensure data accuracy, completeness, and timely entry into the monitoring and evaluation system.
- Assist the Monitoring and Evaluation Manager to analyze data to track progress and measure the impact of the PPRC's activities.
- Prepare and submit regular monitoring and evaluation reports to the Monitoring and Evaluation Manager.
- Assist in training PPRC staff and partners on monitoring and evaluation methodologies, tools, and processes.
- Provide support to ensure effective use of monitoring and evaluation tools and data.
- Support the Monitoring and Evaluation Manager to document lessons learned, best practices, and success stories.

- With the supervision of the Monitoring and Evaluation Manager, gather feedback and ensure monitoring and evaluation activities meet their needs
- Participate in monitoring and evaluation related forums and networks.

Required Skills and Experience:

- A Bachelor's degree in Monitoring and Evaluation, Statistics, Public Administration, Political Science, or a related field
- At least 3 years of professional experience in M&E, preferably within the governance or political sector
- Knowledge of M&E methodologies, tools, and best practices
- Experience in data collection, analysis, and reporting
- Excellent communication and interpersonal skills
- Ability to work both independently and as part of a team

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