



## Government of Sierra Leone

### Ministry of Basic and Senior Secondary Education

#### TERMS OF REFERENCE

#### Policy Analyst

Are you a passionate advocate for education with honed technical skills? Do you want to make a difference in the lives of children in Sierra Leone? The Ministry of Basic and Senior Secondary Education would like to hear from you!

**What is the Delivery Team?** The Delivery Team will be embedded within the Office of the Minister for Basic and Senior Secondary Education (MBSSE). The team will work with the Minister, and the MBSSE Senior Management Team (SMT) to ensure that priorities are defined, monitored and communicated. The team will work with the SMT to set time-bound delivery targets, develop the data flows necessary to monitor and track performance, coordinate all existing initiatives to accelerate progress, and develop a system so all functions/units within the Ministry can be accountable for delivering Free Quality School Education (FQSE). Additionally, the Delivery Team will play an important role in supporting and developing the capacity of Ministry staff to create an efficient and effective system for delivery and clear lines of accountability through focused performance measures.

#### How to apply:

1. Send a cover letter and CV (**no longer than 3 pages**) providing an overview of relevant experience in similar roles to **recruitments@education.gov.sl**
2. Shortlisted candidates will be invited to participate in a series of individual and group interviews to ensure alignment on work culture, ethics and principles
3. Deadline for submission of application is 5pm GMT on **19<sup>th</sup> June 2020**.

**This position is open to Sierra Leoneans at home and abroad.**

We believe that Sierra Leone is best served by a diversity of different perspectives, so we eagerly welcome people of all regions, faiths, tribes, gender identities, ages, abilities, and skills to apply for this position.

Contact us at **+23278442815/+23278002288** with any further questions.

**Role:** Policy Analyst

**Reporting to:** Head of Delivery Team

**Contract:** 1yr 6months (Renewable at the discretion of the Minister)

**Duty Station:** Freetown, Sierra Leone

**Job Summary:** The Policy Analyst will support the development and/or review and implementation of policies, programmes and legislations with a view to ensuring that the objectives and goals of the Ministry are achieved.

**Responsibilities:**

- Collaborate with the Director of Policy and Planning and other stakeholders to gather relevant data and other related information to explore issues and recommend appropriate solutions.
- Support the development of policies that will address the Ministry's problems and needs in collaboration with the respective Directors and other strategic partners.
- Liaise with the Director of Policy and Planning and stakeholders to examine policies and programmes of the Ministry to gauge their effectiveness and determine outcomes against projected goal/plan.
- Perform regular analysis on all policies and programmes of the Ministry and recommend appropriate changes (if any) to them.
- Provide support to all Directorates in the Ministry on the design and preparation of draft policy paper for responses and provide assistance on the development of related presentations and reports.
- Review and amend policy drafts and make recommendations to improve the effect of the policy.
- Prepare and deliver written and oral presentation on specific policies, summarising key elements of analysis and make recommendations to the Minister, Permanent Secretary, Head of Delivery Team and other senior staff.

**Educational and Experience Requirement:**

- A postgraduate degree in Public Administration or a Bachelor's degree in Law or any other related field.

- At least 3 years relevant working experience on policy development, hands-on experience in design, monitoring and evaluation of policies, programmes and projects in government or a large complex organization, preferably at senior management level.
- Experience in the usage of computers and office software packages, experience in handling of web based management systems.

### **Competencies/Skills Required**

- Operational knowledge of analyzing policies and developing new ones.
- Ability to lead formulation, implementation, monitoring and evaluation of policies, programmes and projects, and mobilize resources
- Ability to lead strategic planning, results-based management and reporting
- Excellent analytical, organizational and communication skills, ability to write excellent briefs with well evidenced clear recommendations.
- Excellent interpersonal skills and ability to work in cross-functional teams with colleagues and with senior figures.
- Experience of proven mentoring or coaching skills is desirable.
- A technical background in education is desirable, though not essential.
- Good knowledge of the Results Management Guide and Toolkit.

### **Managerial Skills**

- Focuses on impact and result
- Leads teams effectively and shows conflict resolution skills
- Ability to approach work with energy and a positive constructive attitude
- Demonstrates strong oral and written communication skills
- Demonstrates openness to change and ability to manage complexities

### **Deliverables:**

- Accelerated implementation of the Ministry's Policies and Programmes
- Revised Policies and Programmes for the Ministry
- Sources of information related to policy-driven issues identified and addressed.
- Existence of new policies and programmes with clear implementation strategies in place
- Sound contributions to knowledgeable networks and communities of practice.