



JOB DESCRIPTION

Role title	Field Assistant x3
Reports to	Field Officer
Location	Kailahun, Pujehun & Kambia (<i>Applicants must be permanent residents of the district for which they are applying. Candidates must therefore reside and be familiar with the local communities, culture, and language within their respective district.</i>)
Contract Duration	12 months
Salary	Attractive
Contract Duration	12 months with the possibility of extension based on the availability of funding
About Rainbo Initiative	Rainbo Initiative (RI) is a trusted and reliable anti-sexual violence organisation dedicated to providing free medical treatment and psychosocial support to survivors of sexual and gender-based violence (SGBV), creating just and safer communities that promote equal opportunities for all. With over 16 years of experience providing free medical treatment and psychosocial services, RI operates 7 Rainbo Centres in Sierra Leone, which have served more than 50,000 people over the years. Over the past 16 years, RI has evolved from being a project to a leading national NGO that is a respected provider of SGBV services and related data. Many actors, including the Government of Sierra Leone, local authorities, partner NGOs (such as Save the Children, Plan International, and World Vision), and donors (like the EU, Irish Embassy, FCDO, Comic Relief, and USAID), have recognized and supported that journey. For more information on Rainbo Initiative, please visit: www.rainboinitiative.org

About the Role	Under the direct supervision of the Field Officer, the Field Assistant will support the implementation of project activities in target communities, schools, and districts. The role holder will assist in community mobilization, awareness-raising campaigns, stakeholder engagement activities, data collection, monitoring visits, and reporting. The Field Assistant will work closely with community structures and beneficiaries to ensure the effective delivery of project activities and adherence to organisational standards, safeguarding requirements, and donor expectations. The Field Assistant is expected to maintain strong relationships with community stakeholders, support referral mechanisms for survivors of gender-based violence, contribute to project monitoring and documentation, and provide administrative and logistical support to project implementation. <i>Given the community-based nature of this position, the Field Assistant must reside within the district of assignment. Rainbo Initiative is committed to recruiting locally and therefore successful candidates will work in their district of residence. The organisation will not recruit individuals from other districts for deployment to the project districts.</i>
Main Responsibilities	<i>Specific Responsibilities include:</i> 1. Outreach, Awareness Raising and Referrals • Support the Field Officer in conducting awareness-raising campaigns on GBV, referral pathways, safeguarding, and Rainbo Centre services. • Assist in mapping communities, schools, and community structures for project implementation. • Support the establishment and strengthening of community-based referral mechanisms. • Assist with the formation and follow-up of school clubs, adolescent clubs, and community groups. • Mobilize community members and stakeholders to participate in project activities. • Support community facilitators during awareness-raising and outreach activities. • Attend stakeholder engagement meetings and assist with documentation of discussions and action points. • Collect and compile outreach data and submit reports to the Field Officer. • Assist in disseminating information and educational materials within communities and schools. • Support referrals of survivors and vulnerable individuals to appropriate services following established protocols. 2. Safeguarding and Prevention • Support the implementation of safeguarding, child protection, and prevention activities at community level. • Assist in monitoring and reporting safeguarding concerns identified during project activities. • Support the collection of information and data related to safeguarding, SEA/SH, and GBV prevention activities. • Promote awareness of safeguarding principles among community stakeholders and beneficiaries.

	• Ensure compliance with Rainbo Initiative safeguarding policies and procedures during all project activities. 3. Community Engagement and Prevention Activities • Support the organisation and implementation of community sensitization and prevention activities. • Assist in preparing venues, participant lists, attendance records, and materials for meetings and trainings. • Work closely with local leaders, schools, and community structures to mobilize participation. • Support advocacy campaigns and community events aimed at preventing GBV and promoting protection. • Assist in documenting stories, lessons learned, and community feedback from project activities. 4. Project Implementation, Monitoring and Reporting • Support the Field Officer in implementing project activities according to approved work plans. • Assist in collecting monitoring data using approved tools and formats. • Participate in routine monitoring visits to communities, schools, and project sites. • Maintain accurate attendance registers, beneficiary records, and activity documentation. • Support data entry, verification, and compilation of project information. • Assist in preparing weekly and monthly activity reports. • Support the tracking and follow-up of action points arising from project activities. • Report implementation challenges, risks, and community concerns to the Field Officer promptly. 5. Administrative and Logistics Support • Support logistical arrangements for trainings, meetings, workshops, and outreach activities. • Assist in distributing project materials and maintaining inventory records. • Support travel and activity preparations for project implementation teams. • Maintain proper filing of project documents and records. • Perform any other duties assigned by the Field Officer or Program Coordinator.
Deliverables	• Weekly and monthly field activity reports. • Community mobilization and outreach reports. • Field monitoring reports. • Attendance sheets and participant databases. • Referral tracking records. • Safeguarding incident reports and documentation where required. • Activity photos, success stories, and lessons learnt. • Accurate project data and monitoring information submitted on time. • Updated community and stakeholder engagement records.
Skills and qualification	Essential: • Diploma or bachelor's degree in social work, Sociology, Community Development, Development Studies, Public Health, Education, or a related field.

	• At least 1-2 years of experience supporting community-based programmes, preferably with NGOs. • Must be a resident of the district for which they are applying (Kailahun, Pujehun, or Kambia). • Strong knowledge of the local context, communities, stakeholders, and language(s) within the district. • Willing and able to travel within the district, including remote communities. • Applicants from outside the respective district will not be considered. • Understanding of gender-based violence, safeguarding, child protection, or community development issues. • Experience conducting community mobilization and outreach activities. • Good interpersonal and communication skills. • Ability to work effectively with diverse communities and stakeholders. • Basic skills in data collection, reporting, and documentation. • Competence in Microsoft Word, Excel, and PowerPoint. • Good written and spoken English. • Ability to ride a motorbike and work in rural communities and difficult terrain. • Knowledge of local languages and the local context within the project districts. • Commitment to Rainbo Initiative's values, mission, safeguarding, and code of conduct.
RI Values	<i>The successful candidate should strive to live the RI values.</i> • Locally Driven – We believe in the power of communities to identify lasting solutions that resonate with their unique socio-cultural context in addressing SGBV. We therefore inspire communities to dialogue and act to fight SGBV in their localities. • Inclusion – We are dedicated to providing age-appropriate services to everyone who needs our services irrespective of age, religion, and sexuality. • Survivors Solidarity – We stand and work together with survivors for a fairer, just and supportive society. We include survivors in our governance and programming. We connect with them and promote initiatives that promote their well-being, rights and efforts to amplify their voices to find lasting solutions for a safer society. • Trust – We know that the people we work with trust us. We will never compromise such trust and will ensure the people we work with continue to compromise such trust and will ensure the people we work with continue to rely on the character of our employees and the organisation. We are accountable, open, and transparent with our resources and to ourselves, survivors, partners and donors for everything we do. • Evidence-Based – We are data-driven, and we continuously seek best practices to improve our work. We pride ourselves in gathering evidence to inform and shape our intervention and to shape policies and practices. • Network & Partnership – We reach out, collaborate, and build trusted and mutually beneficial relationships with the government, partners, donors, survivors, women's groups, religious bodies and the community to increase our voices, investment and supportive environment for a society free of SGBV. • Excellence - We each do our best to deliver excellent services and programming. We support our staff in their professional development. • Respect - We respect the wishes and choices of our survivors, partners, and staff. We maintain the dignity of SGBV survivors and facilitate a stronger sense of self-esteem

	among our staff and survivors. We hold our values in high esteem and always maintain confidentiality in dealing with SGBV survivors. “LISTENER” - RI empowering communities to end Gender-Based Violence. In addition to our values, we hold safeguarding at the centre of our work; we ensure that our board, staff and partners uphold safeguarding in all that they do. We strengthen our approach to safeguarding and ensure that all those we serve, especially children, young people and vulnerable adults, are safeguarded from abuse, harm and neglect.
How to apply	Interested candidates should submit their applications, including a cover letter detailing their motivation for this position and a copy of their most recent CV, to: jobs@rainboinitiative.org and copy esther.s@rainboinitiative.org The deadline for applications is Friday 25th September 2026.