



EMPOWERING COMMUNITIES TO END GENDER-BASED VIOLENCE

INTERNAL ADVERT JOB DESCRIPTION

Role title	Program Field Officer
Reports to	Program field Coordinator
Location	Portloko District
Contract Duration	12 months
Salary	Attractive
Contract Duration	12 months with the possibility of extension based on the availability of funding
Staff Managed	Community facilitators and Interns
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	The Programme Field Officer will be responsible for coordinating and overseeing the implementation of Rainbo Initiative's programmes in the assigned district(s). The position will provide technical and operational guidance to Community Facilitators and Interns; ensure timely and quality implementation of project activities; strengthen community and stakeholder engagement; support effective GBV referral pathways; and ensure accurate programme monitoring, data collection and reporting.

	The Programme Field Officer will work closely with the Programme Coordinator and relevant programme teams including the OSC to ensure that activities are implemented in accordance with approved workplans, budgets, donor requirements and RI policies and standard
Main Responsibilities	Programme Implementation and District Operations • Coordinate and oversee the implementation of programme activities within the assigned district in accordance with approved project workplans. • Conduct and support community and school outreach on GBV prevention, safeguarding, referral pathways and available services. • Support the establishment and functioning of school and adolescent clubs. • Coordinate and supervise Community Facilitators, Volunteers and Interns. • Prepare activity plans, concept notes, budgets and regular programme reports. • Support advocacy events, awareness campaigns, trainings, stakeholder meetings and other programme activities. • Ensure programme activities are implemented in accordance with RI and donor quality standards. • Maintain effective working relationships with programme communities, beneficiaries and relevant stakeholders. Community Engagement and GBV Prevention • Work with Community Facilitators and relevant programme teams to increase community awareness on GBV prevention and access to services. • Engage community leaders, CSOs, schools, women and girls' groups and other stakeholders to promote GBV prevention and survivor support. • Identify and engage key community gatekeepers on GBV prevention, referral pathways and survivor support. • Support the development and dissemination of appropriate GBV awareness and advocacy messages. • Support community-level advocacy and engagement activities addressing risks faced by women and girls. Referral and Coordination with Service Providers • Strengthen community-based GBV referral mechanisms and facilitate appropriate referrals. • Maintain regular communication with OSC, Community Facilitators, partners and service providers to facilitate information sharing and referral follow-up. • Collaborate with referral organisations and service providers, including the Family Support Unit (FSU), One Stop Centres (OSCs), government line ministries, NGOs and other relevant stakeholders. • Participate in district, chiefdom and other relevant coordination forums. • Map and maintain relationships with relevant district and chiefdom partners and service providers. Project Management, Monitoring and Reporting • Plan and implement project activities within the assigned scope and in accordance with approved project workplans. • Participate in the regular review and updating of project implementation plans. • Liaise regularly with the Programme Coordinator to ensure project activities are implemented in line with RI and donor requirements. • Develop activity concept notes, budgets and implementation plans as required. • Collaborate with the MEAL team to support monitoring of project activities and implementation of the MEAL plan and tools. • Ensure timely, accurate and complete collection and submission of programme data.

	• Participate in project review, reflection and learning sessions. • Work closely with other programme/project teams to promote an integrated programme approach and share experiences and lessons learned. Financial and Administrative Management • Manage project funds and resources responsibly and in accordance with RI policies and approved budgets. • Ensure timely preparation of requisitions and liquidation of activity advances. • Maintain complete and accurate supporting documentation for project expenditures. • Promptly report any financial, logistical or administrative issues that may affect project implementation. Safeguarding, Risk Management and Accountability • Support the implementation of safeguarding, PSEA, SEA/SH and child protection measures across programme activities. • Identify and mitigate risks affecting Community Facilitators, Interns and Volunteers working under their coordination. • Ensure programme activities are implemented in a safe, inclusive and survivor-centred manner. • Maintain confidentiality and appropriate handling of information relating to survivors and programme participants. • Report safeguarding concerns and incidents through the appropriate channels and within required timelines. Representation and Other Duties • Represent Rainbo Initiative at district, community and external meetings and events as assigned. • Participate in relevant coordination, learning and networking forums. • Participate in training and professional development activities required to effectively perform the role. • Perform any other duties relevant to the position as assigned by the Programme Coordinator.
Deliverables	The Programme Field Assistant will be expected to deliver the following: • Timely and quality implementation of planned project and outreach activities in the assigned district. • Effective coordination and supervision of Community Facilitators, Interns and Volunteers. • Functional community engagement and GBV referral mechanisms maintained and strengthened. • Accurate and timely programme data, activity documentation, plans and reports submitted. • Effective coordination and working relationships maintained with communities, government institutions, OSCs, FSU, partners and service providers. • Project funds and resources properly managed, documented and liquidated in accordance with RI procedures. • Programme risks, safeguarding concerns, implementation challenges and support needs identified, addressed or escalated promptly. • Regular programme updates, lessons learned and recommendations provided to the Programme Coordinator.
Skills and qualification	Essential: • Diploma or Bachelor's degree in Social Work, Sociology, Community Development, Public Health, Development Studies or a related field.

	• At least 2 years' experience in GBV programming, community engagement or related work. • Experience working with NGOs, women and girls, community structures and government partners. • Knowledge of GBV prevention, safeguarding, referral pathways and survivor-centred approaches. • Good communication, interpersonal, reporting and organizational skills. • Good knowledge of Microsoft Word, Excel and PowerPoint. • Willingness and ability to ride a motorbike, particularly in rural and difficult terrain. • Knowledge of the local context of the assigned district is an advantage. • Commitment to Rainbo Initiative's values, safeguarding principles and confidentiality. • Resident of that Districts.
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 Monday 13st August 2026.

