



**SOS CHILDREN'S  
VILLAGES  
THE GAMBIA**

**WE ARE RECRUITING  
A DRIVER, PSYCHOLOGIST, REPAIR AND  
MAINTENANCE COORDINATOR, AND MONITORING AND  
EVALUATION COORDINATOR, PROCUREMENT AND  
LOGISTICS OFFICER**

SOS Children's Villages in The Gambia is a non-governmental social development organisation that has been active in the field of children's rights and committed to children's needs and concerns since 1982. Focussing its work on children without parental care and children in families in difficult circumstances, the organisation has a wide range of programmes, which include: Children's Villages, Youth Facilities, Family Strengthening Programmes, Kindergartens, Schools, a Mother and Child Clinic, Vocational Training Centres, Youth Empowerment projects and Community Strengthening Through Green Economy and Education.

We are looking for a suitably qualified candidate for the position of a Driver, Psychologist, Repair and Maintenance Coordinator, and Monitoring and Evaluation Coordinator (M&E) at SOS The Gambia National Office.

## **DRIVER**

### **Position Summary**

To provide secure and timely driving services to transport passengers and/or goods. The driver is responsible for driving his assigned vehicle safely on the instructions of his supervisor and ensures the maintenance and cleanliness of the vehicle.

### **Duties & Responsibilities**

- Ensures the maintenance, cleanliness and upkeep of his vehicle
- Carries out his assigned driving duties with care, attention and safety.
- Maintains a vehicle log book.
- Checks the level of fuel, oil and water every morning.
- Liaises with the mechanical staff of the assigned garage on the instruction of his supervisor in order to keep his vehicle in good running order.

### **Position Requires**

- A valid professional driving license.
- At least two years of professional driving experience with a clean record (i.e. no accident).
- He must have basic mechanical skills in order to maintain his assigned vehicle.
- He must be able to fairly speak and understand English Language.

(Female applicants are highly encouraged to apply).

## **PSYCHOLOGIST**

### **Position Summary**

The Child and Adolescent Psychologist is responsible for working with children and adolescents to help diagnose mental health conditions and suggest treatments. His/her duties include talking with children and their parents, referring them to specialists and writing reports to detail the child's progress.

### **Duties & Responsibilities**

- Diagnoses and treat emotional, mental and behavioral disorders.
- Develops and manages a database of interventions and personal data of clients from each of the locations
- Assesses patients and provides recommendations for treatments

- Conducts psychotherapy or case management tasks.
- Trains social workers in basic assessment of children and youth mental wellbeing
- Maintains proper filing system of children's and youth's files.

### **Position Requires**

- A Master's degree in Clinical Psychology or any related field in child psychology.
- 5 years' experience working with children in a clinical environment.
- Experience counselling adolescents about challenges in their age group.
- Experience in working with children regarding drug and substance abuse.
- Excellent communication skills, particularly the ability to communicate with children of different ages and from varied socio-economic and cultural backgrounds.
- Problem-solving skills in arriving at conclusions from a diagnosis and recommending appropriate treatment.
- Empathetic - addressing the emotional needs of children.
- Knowledge of different therapeutic methods and ability to switch between different treatment strategies to meet each child's needs.
- Adherence to professional, legal and ethical regulations, as required by relevant regulatory bodies and laws of The Gambia.
- Patience and understanding when dealing with children's emotional issues.
- Ability to motivate, encourage and portray an optimistic attitude.

## **NATIONAL REPAIR AND MAINTENANCE COORDINATOR**

### **Position summary**

The National Repair and Maintenance Coordinator is in charge of performing all tasks related to the repair, maintenance and general upkeep of SOS Children's Villages in The Gambia Trust premises, estate and facilities. The post holder will be required to carry out routine maintenance. He/ She will liaise closely with Project Heads in determining the maintenance actions to be carried out. He/ She reports to the National Director.

### **Responsibilities and Tasks:**

Undertake routine (quarterly) assessment of all SOS Children's Villages The Gambia Trust, determine their repair and maintenance needs, develop and implement the maintenance plan/schedule that emanates from such exercises as well as carrying out the following tasks:

- Basic electrical work such as changing plugs, replacing faulty bulbs and fluorescent tubes.
- Routine air conditioning and refrigeration work such as cleaning or replacing air conditioner filters, cleaning of fridge and freezer condenser coils, installation and wiring up of new air conditioners.
- Basic carpentry works such as repairing doors, cupboards, fitting and changing doors and locks.
- Basic plumbing works such as repairing broken water pipes, replacing taps, clearing blocked sinks, drains and drain pipes.
- Minor masonry and painting work.
- Assist in obtaining competent technicians to repair faulty machines.
- Prepare facility maintenance needs assessment, costing works to be carried out, implementing and following up to ensure work is carried out satisfactorily.
- Evaluate and assess external contractors on major repair and maintenance works.
- Prepare annual maintenance needs of SOS Children's Villages The Gambia Trust facilities.

### **Qualifications/Competencies required:**

- Diploma in building construction, electrical, plumbing or repair and maintenance. Basic knowledge in carpentry, painting and decoration.
- Minimum of 3 years relevant work experience in repair, maintenance or construction.
- Positive and professional approach: highly organised, deadline conscious, proactive, able to work independently, using initiative, keeping commitments, attention to detail.

## **MONITORING AND EVALUATION COORDINATOR**

### **Position summary**

The Monitoring and Evaluation (M & E) Coordinator will act as the technical focal point for all SOS programmes/projects aspects of monitoring and evaluation (quality control measures) by coordinating and providing support for all programme measures and effectiveness. S/he should exhibit a professional & ethical approach in handling all M & E related matters with regards to Results-Based Management (RBM protocols).

### **General aim of the position**

- Collecting, checking, entering/documenting, recording and reconciling all control measures.
- Project level activities in relation to monitoring of programs/project activities, data management, learning and knowledge management.
- Developing M & E plan and establishing tools for implementing an effective system to monitor progress, impacts and successes of programs/project activities and performance at all levels.

### **Qualifications/Competencies required:**

- A bachelor's degree or equivalent qualification in Project management, Social Sciences, Development Studies, Community Development or Public Administration.
- Minimum five years relevant experience with three years in monitoring and evaluation sector
- Proven abilities in developing monitoring and evaluation tools, data collection, information management, use of databases, and analysis, and performance monitoring
- Proven experience in development/humanitarian sector.
- Demonstrated ability to train and build the capacity of colleagues.
- Excellent knowledge of data management and data analysis.
- Computer literate and solid skills in Microsoft office package, especially Microsoft Excel.
- Excellent command of the English language, both written and verbal.
- Strong communication, planning and organizational skills.
- Excellent analytical, presentation, and reporting skills.
- Experience in ICT4D would be an advantage
- Honesty, integrity, trustworthiness, results oriented and ability to treat all information with utmost confidence.
- Awareness and understanding of social development issues including gender, education, health, HIV/AIDS, etc.

## **PROCUREMENT AND LOGISTICS OFFICER**

### **Position Summary**

The procurement and logistics officer is responsible for managing all project procurements and assisting with processing service contracts, leases and rental agreements; coordinating logistics and travel arrangements; and supporting project trainings, workshops, meetings and surveys in the field. The officer also oversees the company's procurement and logistics activities that include price negotiation, issuance of purchase order, order tracking and management and maintaining inventory of equipment and material.

### **Duties & Responsibilities**

- Identifying and evaluating suppliers
- Arranging for transportation of purchased goods
- Identifying and developing strategies for addressing logistical barriers
- Monitoring use of materials and resources
- Ensuring quality record keeping

## **Position Requires**

A Master's degree in Project Procurement and Logistics or relevant field with 1 year working experience or Bachelor's degree with 3 years' working experience.

### ***Procurement***

- Communicate the value of strategic sourcing and procurement to company stakeholders, department heads, and executives to achieve buy-in necessary for proper resources and investment.
- Work with stakeholders to establish viable, cost effective, and strategic sourcing objectives.
- Evaluate, select, and successfully implement comprehensive procurement software.
- Establish and enforce procurement policies and procedures.
- Evaluate and choose suppliers the company will do business with.
- Analyze and compare financial reports and pricing proposals from several trusted suppliers before negotiating terms and prices to obtain the best deal for the company.
- Training staff members to be knowledgeable about product quality requirements, how to determine when products are unacceptable, and what actions to take when quality standards are not met.
- Monitoring contracts to ensure that the supplier meets expectations and invoices are approved and paid in a timely manner.
- Making any required adjustments or changes to existing contracts.
- Keep track of all goods and services ordered and received, and maintain accurate inventory records including details on price, performance, and delivery.
- Ensure responsible procurement practices meet company objectives and compliance requirements.

### ***Logistics***

- Oversee payment preparation and documentation and liaise closely with the finance team concerning payment of purchased and delivered goods and services.
- Assist with processing and maintenance of encumbrances (Fee for Service Contracts, Lease Agreements, Rental Agreements, etc).
- Coordinate logistics planning and administration for travel, accommodation, and per diem for conferences, meetings, and study tours.
- Support in-country project meetings, workshops and surveys. This may include booking rooms, coordinating travel itineraries and schedules.

### ***Management***

- Receive, review and process incoming requests ensuring sufficient clarity on specifications given for goods and services. Confirm any other relevant information from requestors and seek recommendation from the Finance and Control Manager.
- Coordinate and ensure that all project related purchases are reviewed and approved in accordance with the purchase authorization matrix.
- Maintain records of all transactions, ensuring that an efficient filing system for records of all quotations, procurement process, copies of records of expenditure, receiving reports, receipts, local order forms, etc. are kept accountable and easily accessible by managers.
- Coordinate and monitor the delivery of ordered goods/services and ensure through established procedures that all received goods/services are in accordance with the terms and specifications of the PO/SA. Furthermore ensure quality and opportune delivery of purchased goods/services.
- Responsible for project property control and inventory management; keeps records of controlled and managed equipment in NAVISON systems.
- Maintain record list of property and managed equipment for all projects and programmes.
- Act as the property control officer (asset move, asset lost, asset on loan, etc.) and responsible for proper recording of all assets.
- Responsible for asset disposal management as appropriate.

### **We offer:**

- Competitive salary and benefits package
- A supportive team working environment
- Opportunity to work for a well-respected and recognised NGO

To apply, submit a curriculum vitae, a letter of interest, certificates and references to [job.apply@sosgambia.org](mailto:job.apply@sosgambia.org) with the subject line of the role/position: e.g. Driver, Psychologist, National Repair and Maintenance Coordinator and Monitoring and Evaluation Coordinator.

**Closing date** for submission of applications is **20<sup>th</sup> January 2024**. Only successful candidates will be contacted.

**What We Stand For:**

**SOS Children's Villages is committed to creating and maintaining a caring and protective environment, which promotes its core values, and prevents and addresses child abuse and exploitation. We strongly condemn all forms of child abuse and exploitation, be it within or outside of our organisation, and always respond to any case of proven, alleged or attempted abuse within our sphere of influence according to its nature. Efforts ensure that mechanisms are in place to raise awareness, aid prevention, encourage reporting and ease response. They range from human resource development actions such as training and counselling to measures such as suspension, dismissal, and legal action.**

[www.sos-childrensvillages.org](http://www.sos-childrensvillages.org)