



International Youth-Led Development

Intro to SPW:

SPW, a leading Youth-Led International Development Agency, has over 20 years experience of implementing internationally-recognised programmes across sub-Saharan Africa and South Asia. SPW's unique methodology places young people in a position to address the urgent issues that affect their lives, specifically Sexual and Reproductive Health and Rights (SRHR), Livelihood Opportunities & Gender Equality. Increasingly, SPW's work has extended beyond programming to include work in the areas of Advocacy and Capacity Building.

Placement:

IT and Internal Communications Technical Assistant

Duration:

April - September 2010

Location:

Sierra Leone

Placement Context:

SPW Sierra Leone is driving forward an ambitious agenda in Sierra Leone through the formulation of its recent 5-Year Strategy which will see its highly acclaimed programmes - the Youth Reproductive Health Programme (YRHP) and Ex-Volunteer Network - being scaled up to a national presence over the coming years.

SPW will be scaling up programmes both geographically and strategically within Sierra Leone and is striving to ensure that internal systems are redeveloped to cope with our programmatic expansion. As part of an initiative to strengthen internal organisational systems and build staff capacity, SPW SL is looking for technical assistance to manage SPW SL's computer systems, increase the overall efficiency and effectiveness of staff when utilising computers and to develop appropriate internal communication systems and tools to ensure maximum efficiency.

This placement will ideally cover two key areas 1) IT and 2) Internal Communications Systems. SPW SL is looking for a suitably qualified person with previous experience in managing IT networks/systems and conducting training to assist in building staff capacity in utilisation of computers, computer systems and communications.

Person Specification:

- Experience in managing IT systems/networks
- Experience in developing and conducting IT training
- Experience developing communication systems and tools (including basic graphics packages eg: Publisher)
- Experience or ability to develop a training manual on IT
- Good communication skills and demonstrated ability to train staff
- An interest and commitment to International Development and the leading role of young people in development
- Fluent written and spoken English
- High level of motivation and ability to work independently as well as part of a team
- Ability to adapt easily and quickly to a new environment
- Belief in the values of SPW and ability to uphold them personally

Key Deliverables:

- Management of SPW SL's IT systems in Freetown Head Office, as well as in regional offices of Bo, Makeni and Kono when required
- Identification of gaps in computer usage and knowledge in staff
- Develop series of training sessions on IT, software packages etc for staff
- Development of a staff manual on basic software packages and computer usage
- Development of a training manual for staff to deliver basic computer training sessions to other young people in the Youth Information Centres
- Conducting an internal communications audit to identify gaps in our current communications systems
- Development of an Internal Communications Audit Report with recommendations and a plan for improvement and change
- Training staff on newly developed communications systems

Accommodation, flights, allowances:

SPW Sierra Leone is able to provide a total monthly allowance of \$300 US towards the following expenses: \$200 US per month towards accommodation; \$100 US per month living allowance

How to apply:

Please return completed SPW Technical Assistant Application Form to danielle.powell@spw.org

Closing date for applications:

Sunday 18th April, 12am (GMT)

View / Download PDFs:

Application Form - [www.spw.org/pdf/Application Form - SL.pdf](http://www.spw.org/pdf/Application%20Form%20-%20SL.pdf)