

Title: Country Lead, DIAL

Points of Contact: Jake Watson, Senior Director Platform and Services and Theresa Nyamupachitu, Senior Program Manager, DIAL

Status: Consultant

Closing Date: Open until filled

Job Location: Sierra Leone

Applicants should submit their cover letter and resume to:

DIALOpportunities@digitalimpactalliance.org

This position description is intended to describe the general content of and requirements for performance of the position responsibilities. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements nor meant to exclude other duties as assigned.

Position Overview

Country Lead, DIAL will lead DIAL's government engagement, partnerships, project management and operations, knowledge management and Monitoring, Evaluation and Learning (MEL) of country digital transformation work. S/he will foster relationships with key stakeholders in country such as Government ministries, NGOs, donors and private sector partners around the digital ecosystem. This will include serving as direct contact to all relevant government bodies; and facilitating information exchange between DIAL and government stakeholders. In addition, s/he will strengthen integrated design and delivery of the Digital transformation (DT) implementation roadmap; ensure successful project execution and completion; and monitor progress of project, report against Results Framework and program MEL plan, and document lessons learned.

Country Lead, DIAL must have a track record in Information, Communication and Technology (ICT) and development work and be ready to work collegially and efficiently with internal and external colleagues. DIAL is a donor-funded program hosted within the UN Foundation, and is based in the UN Foundation's office.

Essential Functions

Government Engagement

- Support government Program Management Office (PMO)
- Provide capacity building for government PMO office: develop project management tools, norms etc.
- Develop, maintain, and build contacts with relevant government institutions and authorities



- Link regularly with relevant focal points in Government to maintain constructive working relations;
- Serve as day to day liaison with government counterparts of the project
- Take part in and/or organize regular meetings with the government bodies

Partnership Management

- Serve as the liaison between DIAL and in country delivery partners
- Guide in country partner relationships from design, deployment, delivery of the implementation roadmap.

Project Management

- Co-design and maintain Year 1 country workplan with delivery partners
- Track project delivery against workplan and communicate accordingly on progress and risks
- Review and monitor DT roadmap in country partner deliverables and milestones in accordance with set milestones in the contracts.

Project Operations

- Support development and management of agreements with in country partners
- Support PMO operations

Knowledge Management

- Represent DIAL in country meetings and other forums, and ensure accurate and timely documentation (minutes etc.)
- Support knowledge management of project to include dissemination of project information
- Document requirements of the DT implementation roadmap
- Contribute to building a knowledge base for country digital transformation
- Contribute to documentation of lessons learned, adaptations and innovations

Monitoring, Evaluation and Learning

- Support country partners to lead monitoring, evaluation, and learning activities to track their DT journey, including development of a Theory of Change, baseline evaluation; and routine MEL data collection.
- Conduct capacity building in MEL for key country stakeholders.
- Contribute to reporting against the DIAL Results Framework and evidence to support DIAL-wide learning agenda.

Any other duties as assigned

Selection Criteria

- Master's degree preferred in computer science, international relations, public policy, anthropology, economics, or other field related to ICT-related international development.
- 5 - 10 years' experience in international development, preferably with a focus on technology-focused development programs.
- Experience working on technology for development projects with cross functional partners such as Government, Mobile Network Operators (MNOs), NGOs and Technical partners.
- Experience working with the Government of Sierra Leone
- Ability to work independently and collaboratively as part of a cross-functional team

- Demonstrated leadership, strong interpersonal communications, relationship development, and conflict management skills.
- Fluent in English and proven writing skills
- Ascribe to DIAL's values of Commitment, Collaboration, Empowerment, Courage and Thoughtful Action