



Wetlands International Africa - West Coast and Gulf of Guinea
Sierra Leone Office
FINAL

Title: National Coordinator (NC)

Supervisor: Technical Director

Supervised persons: Technical officers, project manager, administrative assistant

Coordinates with: the regional team, national partners, administrative staff and partners

Job Location: Freetown office, Sierra Leone

Start Date: September 2026

BACKGROUND

Wetlands International is an international non-governmental organization dedicated to wetland conservation and restoration, organized as a network of independent legal entities. It has several regional or national offices in Africa and around the world.

Since 2018, the Association Zone Humides d'Afrique - Wetlands International Afrique Côte Occidentale et Golfe de Guinée (WIACO) has been designing and implementing programs in an ecoregion that covers Coastal West Africa and the Gulf of Guinea. It is a foreign association under Senegalese law recognized by ministerial decree. WIACO is a member of the Wetlands International network.

The regional office is developing its new strategy for the period 2026 – 2030 and launched the implementation of major programs in the conservation and restoration of mangroves, seagrass beds, wetlands in the landscape such as rivers/tributaries, etc., adaptation to climate change, and the conservation of waterbirds while seeking to consolidate its achievements in basin management and increase its geographical coverage. WIACO operates two project offices in Guinea Bissau and Sierra Leone. WIACO also implements Mangrove Capital Africa (MCA), a mangrove regional restoration program which has recently extended in Sierra Leone where mangrove ecosystems play a vital role in coastal protection, food security, artisanal fishing and the livelihoods of local communities.

In Sierra Leone, in the framework of MCA, WIACO national Office is implementing a series of community-based interventions for the restoration, conservation, and sustainable management of mangroves in the coastal landscape of Yawri Bay. This landscape constitutes an ecosystem of major ecological importance, harboring mangrove forests that support the livelihoods of local communities through fishing, agriculture, timber harvesting, and various essential ecosystem services, including coastal protection and biodiversity conservation.

As part of the implementation of the MCA program, WIACO works in collaboration with local communities, government authorities, technical services, community organizations, NGOs and private sector actors to strengthen natural resource governance, promote sustainable livelihoods and improve the resilience of coastal communities to climate change and anthropogenic pressures. However, the challenges related to mangrove degradation, pressure on natural resources, poor coordination of actors involved in the landscape and lack of local technical expertise require enhanced support on the ground.

MCA aim for the health of the mangrove and biodiversity and the improvement of the livelihoods of local populations. The program capitalizes on Wetlands International's achievements and experience in mangrove conservation in the sub-region, in the promotion of nature-based solutions to climate change and in technology transfer.

In this context, Wetlands International Africa is recruiting a creative professional as National Coordinator to lead program expansion and MCA implementation in Sierra Leone.

RESPONSIBILITIES

Under the authority of the Technical Director, in close collaboration with the program team, the NC leads the national team, coordinates the implementation of the project portfolio by ensuring the achievement of objectives and the respect of commitments with technical and financial partners. S/he brings his technical expertise in his field.

Coordination and Representation

- Contributes to the elaboration of and coordinates the national strategy,
- Coordinates the national team's action for the implementation of the project portfolio,
- Represents WIACO with the Sierra Leone authorities,
- Develop and manage external relations with the administration, peer organizations, partners and other relevant bodies.

Project Management and Compliance

- Perform day-to-day administration of the national office;
- Ensures compliance with national regulations and contracts including renewal of WIACO licenses and authorizations;
- Coordinate the project portfolio ;
- Ensure the day-to-day proper management and implementation of the project portfolio including planning, execution, monitoring and evaluation, communication with stakeholders, documentation and reporting, etc...;
- Ensure the timely submission of project documents, progress and annual reports;
- Prepare, in conjunction with the communication officer, the tools for promoting and capitalizing on the project;
- Transmit with all the necessary speed the problems that have not been resolved at the local level, so that the regional management can act on them.

Project Development and Resource Mobilization

- Cultivate and develop relationships with relevant stakeholders for the growth of the program;
- Research, identify and cultivate new sources of funding,
- Contribute to the extension of the program through the production of concept notes and project proposals;
- Submit to management any relevant proposals on this subject.

REQUIRED SKILLS AND QUALIFICATIONS

Education

NC will need to have a bachelor's or master's degree in economics, geography, ecosystem management, water management, management, or a relevant engineering degree in a related discipline.

Experience and Basic Skills

The ideal candidate should be an entrepreneurial specialist with 5-7 years of progressive professional experience in a similar position with at least 3 years of project management experience, willing to join an expanding program and team. He/she should also have proven experience in conservation or sustainable development. The candidate must be a professional of integrity and motivation, eager to develop the potential of a promising program and interested in learning and growing in the position. He/she will be familiar with the environment in Sierra Leone and the sub-region and will have skills in:

- Cooperation with the administration, technical services, communities and local authorities;
- Preparation of technical and financial implementation reports;
- Project management; Autonomy and initiative
- Autonomy and initiative with knowing when to refer to supervisor
- Teamwork in a multicultural environment;
- Good presentation
- Excellent oral and written communication in English

Preferences

- Intermediate knowledge of French language
- Knowledge of local languages
- Autonomy and initiative

Contract and Compensation

Successful candidate will be offered a one year a fixed term contract with possibility for renewal in accordance with applicable regulations and WIACO's internal policies; compensation will be commensurate with experience.

Application

Applications including a cover letter (1 page maximum) and a CV (2 pages maximum) will be sent to the following address: rh@wetlands-africa.org with subject "application_NC_name of candidate

Deadline for receipt: Wednesday, 8th July, 2026.