



**NATIONAL CYBERSECURITY
COORDINATION CENTRE**



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Road Freetown



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VACANCY ANNOUNCEMENT

Background

The National Cybersecurity Coordination Centre (NC3) is a sub-vented Agency established by the Cybersecurity and Crime Act 2021. This institution oversees all cybersecurity issues in Sierra Leone, including providing support to computer systems and networks in preventing and combating cybercrimes in Sierra Leone, formulating and implementing national cybersecurity policy and strategy, overseeing the management of computer forensic laboratories, providing support to the Judiciary and other law enforcement agencies in the discharge of their functions concerning cybercrime in Sierra Leone, promoting Sierra Leone's involvement in international cybersecurity cooperation and doing other acts or things that are necessary for the adequate performance of the functions of the relevant security and enforcement agencies under the Act.

How to Apply: If you are interested in joining the team, please send a cover letter addressed to the National Cybersecurity Coordinator, including your CV and copies of certificates or any supporting document, to recruit@nccc.gov.sl and copy hr@nccc.gov.sl. Qualified female candidates are strongly encouraged to apply. Please note that only shortlisted candidates will be contacted, and successful candidate will undergo a security clearance before being recruited. The deadline for receiving all applications is on the **16th June to 6th July 2025, at 2:00pm.**

- 1.0 **Job Title:** Senior Human Resource (HR)/Admin Officer
- 2.0 **Grade Level:** 8
- 3.0 **Contract Type:** Full Time and Pensionable Public Service
- 4.0 **Salary:** Competitive
- 5.0 **Job Summary**

The Senior Human Resources / Admin Officer ensures that the institution has the right talent and resources to meet its mandate while maintaining a safe, secure, supportive workplace environment. This role is responsible for the day-to-day operations of the NC3. S/he will also manage the administration of the human resources policies, procedures, and programs, liaising with line managers to understand critical requirements, projects future skills demand and collaborates with the Ministry of Finance to prioritise needs. The successful candidate must adopt a service excellence mindset and is passionate about addressing the organisation's and employees' needs and issues. S/he

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drives the organisation's culture by championing organisational values and cultivating the organisation's desired culture with other senior personnel.

6.0 **Duties and Responsibilities**

- Develop and implement human resource policies and procedures that comply with relevant legislation, regulations, and industry standards.
- Manage the entire employee life cycle, including recruitment, onboarding, performance management, and offboarding.
- Create and maintain job descriptions, performance metrics, and employee career development plans.
- Conduct regular salary reviews and benchmarking to ensure that the organisation's compensation package remains competitive.
- Develop and maintain employee benefit programs like retirement plans and other employee perks.
- Provide guidance and support to managers on employee relations issues, such as conflict resolution, disciplinary actions, and grievances.
- Develop and manage the organisation's training and development programs for all employees.
- Manage daily administrative operations of the office and assist all units in resolving problems related to the day-to-day operations
- Develop and implement policies and procedures to administer the organisation's physical and information security programs.
- Manage the organisation's facilities, including designing and maintaining the physical workspace, office equipment, and supplies.
- Oversee the organisation's administrative functions, such as travel, procurement, and vendor management.
- Organise, assign and supervise the work of administrative support staff
- Ensure that administrative office procedures and established standards are adhered to and maintained in all aspects of work
- Arrange for any maintenance work that needs to be carried out in the office
- Provide regular reports to the executive team on human resource and administrative activities, including key performance indicators and budget tracking.
- Ensure that the organisation's human resource and administrative practices align with the organisation's overall strategic goals and objectives
- Any other task as assigned from time to time by management.

7.0 **Qualification and Experience**

- Bachelor's Degree in Human Resources, Business Administration, Psychology, Organisational Behaviour and Development or any related field from an accredited academic institution
- Postgraduate training and qualification in Human Resources, Business Administration, Psychology, Organisational Behaviour and Development or any related discipline is an added advantage
- 5+ years of relevant professional experience, with at least two (2) years of experience leading and supervising a team.
- Experienced in administrative management, human resource management, employee relations, employee disciplinary process, development and implementation of training programs and performance management.
- Experienced in quality management, system and process audit and streamlining HR-related functions

8.0 **Knowledge/Skills/Abilities**

- Knowledge of Sierra Leone's labour law, organisational planning, employee relations, safety, training and labour relations
- Ability to work independently in a diverse environment
- Strong leadership and management skills to effectively manage a team and drive change in the organisation
- Excellent communication and interpersonal skills and ability to work effectively with executives, department managers and employees.
- Strong problem-solving and analytic skills to identify and resolve complex issues and develop solutions to improve HR and administrative functions □ Evidence of the practice of a high level of confidentiality