

# SUPPORT SERVICES MANAGER (SSM), SIERRA LEONE (M/F)

BASED IN FREETOWN, SIERRA LEONE, 1-YEAR FIXED-TERM CONTRACT (RENEWABLE)

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## MISSION & CONTEXT

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*Would you like to work on projects that make sense and have a real impact?*

*Do you want to work towards a fair and sustainable energy transition? Then join us!*

Founded in Marseille in 1976, **Geres** is an international development NGO that champions the cause of climate solidarity. In line with its dual mandate of fighting poverty and combating climate change, Geres is working for a fair, ambitious and inclusive energy transition. As a grassroots player, the NGO encourages the development and dissemination of innovative, local solutions, supports local climate-energy policies and mobilises all players by encouraging them to take action and support the most vulnerable.

In West Africa, Geres implements projects in Benin, Togo, Mali, Senegal (through a partnership), and more recently, in Sierra Leone. In Mali, Geres developed a model of Energy Business Areas (EBAs), which the organization now aims to adapt and replicate in the Sierra Leonean context.

Indeed, **Sierra Leone** is a new country of intervention for Geres, with activities started in April 2025. The initial project, funded by the French Development Agency (AFD), will run for four years and aims to provide clean energy through solar mini-grids to productive users in rural areas. The goal is to boost productivity and ultimately increase incomes, while reducing environmental and climate impacts through solar energy. The project specifically targets women and farmers involved in agricultural processing, who will also benefit from a tailored business support package to help them manage and grow their enterprises.

Over the course of the project, Geres plans to establish three Energy Business Areas (EBAs), provide technical assistance to national mini-grid operators, and support a total of 75 entrepreneurs or cooperatives—both within the EBAs and through individual solar kits. Beyond individual benefits, EBAs aim to introduce new quality services in underserved rural communities, driving local economic development.

For this first project, the Geres team in Sierra Leone is expected to grow to around 20 staff members. While the national office will be based in Freetown, the majority of activities will take place in rural areas across the country.

Under the direct supervision of the Sierra Leone Country Representative and in close collaboration with the West Africa Director, the West Africa Administrative and Financial Manager, and the Operational Finance Manager at headquarters, the **Support Services Manager (SSM)** leads the administrative, financial, human resources and logistics functions in Sierra Leone.


In compliance with Geres' internal procedures and national legal, accounting and tax requirements, the Support Services Manager ensures the effective management of support services and provides strategic and technical support to project teams and management. The position oversees project financial management and planning, supervises logistics and human resources administration, ensures the quality and reliability of financial information and reporting, and guarantees compliance with organisational, donor and statutory requirements.


## Geres, a committed organisation!


In accordance with our ethical charter, which you can download from this page <https://www.geres.eu/nous-decouvrir/qui-sommes-nous/> we apply the following principles in our recruitment:


- Respect for the environment
- Improving living conditions
- Respect for cultures and ways of life
- Respect for the principles of fairness and transparency
- Respect for legality and employees' rights
- Principle of safety


In practice, we strive on a daily basis, and therefore also within the framework of our practices to:

 Helping to protect the environment by respecting France's business travel policy, which excludes air travel, and by offering our employees our Sustainable Mobility package for journeys between home and work (car-pooling, cycling, scootering).

 Promoting respect for women's rights and combating gender-based discrimination. We have also introduced an internal policy to combat sexist behaviour and sexual harassment.

 Maintaining and developing cohesion between our employees through social events organised by a dedicated committee and encouraging group breaks.









 Seeking to improve and innovate, including in our administrative management and in our working practices, particularly from a distance: we are rolling out an HRIS and already had a teleworking policy before the Covid period.

 Respect the law and employees' rights: transparency in our recruitment process, company agreements, etc.

## ROLE & ACTIVITIES OF THE POSITION

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### **1/ LEAD AND MANAGE THE SUPPORT FUNCTIONS (ADMINISTRATION, FINANCE, HR AND LOGISTICS):**

-  Recruit and manage the support team: administrative & HR, finance and logistics staff.
-  Supervise, support and coach the support team's members to ensure high-quality performance and compliance with internal procedures and deadlines.
-  Set objectives and conduct performance appraisals for staff under direct supervision, in coordination with the Country Representative (CR).
-  Participate in the recruitment of all national staff, including vacancy announcements, application screening, salary grading, contract preparation, and support to project managers in identifying training and capacity-building needs.
-  Ensure the implementation of HR policies and procedures and compliance with national labor legislation and internal regulations.
-  Ensure all legal obligations related to employment are fulfilled, including social security and tax registrations, declarations and payments.
-  Ensure personnel files are complete, accurate and up to date.
-  Monitor the management and tracking of contracts, agreements, approvals and administrative documents.

- 📍 Supervise inventories, fleet management, technical equipment and mission logistics.
- 📍 Ensure the development, documentation, dissemination, implementation and continuous improvement of administrative, financial, accounting and logistical procedures, policies and tools, in line with headquarters' requirements and national legislation.
- 📍 Ensure procedures are communicated, understood and applied by all relevant staff.
- 📍 Develop and maintain clear operational frameworks and allocation of responsibilities in accordance with donor requirements.
- 📍 Develop and implement internal control mechanisms and contribute to financial audits.
- 📍 Ensure organisational compliance with national legislation and maintain relations with relevant authorities.
- 📍 Support effective internal communication and coordination between teams in the country of operation.

## **2/ OVERSEE THE ADMINISTRATIVE, FINANCIAL AND LOGISTICAL MANAGEMENT OF PROJECTS**

In collaboration with the Country Representative and Project(s) Manager(s):

- 📍 Oversee the financial management of grants in accordance with donor requirements and contractual obligations, ensure the effective use of funds, and monitor compliance with internal and donor rules.
- 📍 Ensure continuous budget monitoring, assist in updating budget projections for each project and flag significant variances, contribute to financial reporting and the achievement of financial targets.
- 📍 Update funding plans and flag any deviations from targets.
- 📍 Support and oversee the contracting process with technical partners and subcontractors.
- 📍 Ensure the proper application of procurement procedures.

## **3/ OVERSEE ACCOUNTING AND TREASURY MANAGEMENT**

- 📍 Supervise all accounting operations in accordance with procedures, policies and tools, in particular expenditure commitment procedures.
- 📍 Ensure the collection of reliable and consistent accounting data for updating budget monitoring and preparing financial reports for donors.
- 📍 Ensure that expenditure and documents are correctly allocated to the budget, that monthly accounts are properly filed and archived, and verify the reliability of data and documents.
- 📍 Supervise the monthly accounting close and submit all necessary files to the RAF GAO and the RFO within the specified monthly deadlines; prepare the import of field accounts into the head office accounts.
- 📍 Collaborate on the planning and execution of half-yearly account closings.
- 📍 Supervise cash flow management to ensure all financial commitments are met at all times, and oversee advances granted to employees, suppliers and partners.
- 📍 Supervise and validate monthly bank and cash reconciliations.
- 📍 Monitor legal developments in the country's accounting and tax legislation.
- 📍 Provide administrative and accounting support and training to program implementation partners in collaboration with the Administrative and Finance team

## **4/ CONTRIBUTING TO THE DEVELOPMENT OF GERES' ACTIVITIES WITHIN ITS FIELD OF INTERVENTION:**

- 📍 Support the Country Representative & Project(s) Manager(s) in establishing the organisation in the country of operation across all aspects of research and logistical procurement (offices, branch offices, etc.), procurement and contract management, and local contractual activities (suppliers, subcontractors, partners, etc.).

- Organise the archiving and sharing system, ensure knowledge management and organisational learning, develop knowledge-sharing and lessons-learned documents, and facilitate exchanges between different projects
- Act as the Country Representative's stand-in in the event of their absence or at their request, particularly with regard to representing Geres in INGO Steering Committee.
- Participate in country working groups on administrative, financial, HR, logistical and tax matters.

## APPLICATION

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### CANDIDATE PROFILE

#### Qualifications:

- Master's degree** in economics, finance, accounting, auditing or any other degree relevant to the role (mandatory)

#### Required experiences & skills:

- Minimum 7 years of relevant professional experiences, including at least 5 years in a senior support services management position (including administration, finance, human resources and logistics activities) within the international development sector;**
- Fluent English, written and spoken;
- Excellent command of Excel and standard IT tools (Word, PowerPoint and Google environment);
- Proven skills in human resources management, ability to mentor, supervise and develop the skills of national colleagues;
- Good knowledge of accounting procedures and accounting software (knowledge of Cegid software is a big plus);
- Knowledge of the rules of the main public donors specifically in terms of procurement processes (ideally experiences including AFD-funded projects);
- Demonstrated ability to operate autonomously in a senior management role and to support organisational decision-making;
- Rigour, autonomy, methodical approach, flexibility, organisational skills and attention to detail, particularly with regard to meeting deadlines;
- Excellent interpersonal skills, ability to build relationships with people from different backgrounds and cultures.

#### Desirable experiences & skills:

- Previous professional experience in Sierra Leone and/or other English-speaking West African countries
- Legal and HR knowledge.
- French, written and spoken is a plus as well as having practical knowledge of the local languages of Sierra Leone (Krio, Mende, Temne).

#### Pluses experiences & skills:

- Previous experience in supporting local entrepreneurship
- Practical knowledge of gender principles and the main tools used in the development sector.
- Previous experience in renewable energy, energy access, UPE and mini-grid projects.

### CONDITIONS

- Status/Contract type:** The position is open to both national and international candidates. The selected candidate will be offered either a national fixed-term contract under Sierra Leonean law or an expatriate contract, depending on their profile;
- Remuneration:** According to the Geres salary scale, based on the selected candidate's profile and experience;
- Contract duration:** 12 months (renewable);
- Desired starting date:** 1<sup>st</sup> of August 2026

## APPLY FOR THIS JOB

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### 📌 Documents and procedure to apply:

- . CV (Curriculum Vitae) – 1 to 2 pages maximum
- . Motivation letter (maximum 1 page), clearly explaining:
  1. Your motivation to work for Geres Sierra Leone;
  2. Your relevant skills and experience for the position (without repeating your CV);
  3. What sets you apart from other candidates;
  4. Your expectations for this role.

➔ To be uploaded no later than the **20<sup>th</sup> of July 2026 at midnight**, via the following online application form:

<https://tally.so/r/EkAEbo>

➔ **Completing the online application form is mandatory for your application to be taken in consideration.**

### **N.B. :**

- ***Only shortlisted candidates will be contacted for interviews.***
- **Applications will be reviewed as they are received. Geres reserves the right to close this vacancy before 20 July 2026 should a suitable candidate be identified before the deadline.**