

WE'RE HIRING!

Program Coordinator



Deadline

25th Sept 2025

Sierra Leone Association of Commercial Banks (SLACB) was incorporated in 2011 and operates as an umbrella institution for all commercial banks in Sierra Leone. SLACB's broad mandate is to promote the business of the development of commercial banking in Sierra Leone. SLACB therefore seeks a qualified individual to serve as PROGRAM COORDINATOR for the purpose of facilitating, implementing and coordinating all activities that aid in the realization of the Association's charter. The Programs Coordinator shall report to the Executive Secretary, who serves as the Administrative Head of the Association.

Experience and Desired Qualifications:

1. A minimum of five years of relevant work experience in the area of administration, finance, accounting and/or ICT.
2. Leadership and Managerial experience, a strong advantage.
3. Knowledge of content creation, social media management, graphics design is a plus.
4. University degree (Social Sciences) from a reputable institution; and/or relevant professional accounting or banking certification.
5. Excellent communication skills in written and oral English.
6. Proficient in the use of Microsoft Word Applications.
7. Commitment to the values of SLACB- i.e., Respect, Integrity, Cleanliness and Excellence.

Applicants are to submit the following five (5) pieces of documentation to **HR@SLACB.ORG**.

- 1) An application letter
- 2) A curriculum vitae
- 3) Two letters of recommendation (The contact information of the referees must be included.)
- 4) Salary expectations

ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.

