



ANNOUNCEMENT OF VACANCY

Program Coordinator

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 Program Coordinator shall report directly to the Executive Secretary, who serves as the Administrative Head of the Association.

Experience and Desired Qualifications:

1. A minimum of seven years of work experience in any of the following areas; administration, banking, finance, accounting or ICT.
2. Leadership and Managerial experience, a strong advantage.
3. Knowledge of content creation, social media management, graphics design is a plus.
4. Bachelor's degree in any of the Social Sciences from a reputable university.
5. Graduate degree and/or relevant professional accounting or banking certification(s) is a plus.
6. Excellent communication skills in written and oral English.
7. Highly Proficient in the use of Microsoft Word Applications.
8. Strong work ethic and be an enthusiastic team player.
9. Commitment to the aims and 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 to include salary expectations
- 2) A curriculum vitae
- 3) Two letters of recommendation. (The contact information of the referees must be included.)
- 4) Please share a real-life story within in your seven plus years career, in which you misjudged or misunderstood a situation, and narrate the outcome of experience.
(The essay shall be no more than two pages long and any AI Generated work shall be discounted.)

ONLY SHORTLISTED CANDIDATES SHALL BE CONTACTED.

Closing Date: 6th April, 2026