

# ERIC MOHAMED MASSALLY

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## Personal Profile

I am a dedicated development professional currently serving with the Ministry of Development and Economic Planning. With prior experience as a Public Relations Officer for Peace Link and as a Teacher at Sierra Leone Grammar School, I have honed my analytical skills and demonstrated proficiency in meeting deadlines. I possess self-discipline, motivation, a propensity for fast learning, and a keen eye for detail. Comfortable working independently or in teams within multicultural environments, I excel as an effective Team player

### *Career Summary*

*January 2018– to date*

**Director, NGO Affairs, Ministry of Planning and Economic Development, Sierra Leone**

#### **Key responsibilities:**

- **Policy Development:** Developing policies and guidelines for the registration, operation, and monitoring of NGOs in Sierra Leone. This involves ensuring that NGOs adhere to legal requirements and government regulations while also aligning with national development priorities.
- **Registration and Licensing:** Managing the registration process for NGOs, ensuring that they meet the necessary criteria and legal requirements set forth by the government. This includes reviewing applications, verifying the legitimacy of organizations, and issuing licenses or permits for operation.
- **Monitoring and Evaluation:** Establishing mechanisms for monitoring and evaluating the activities of NGOs to ensure compliance with regulations and alignment with national development goals. This may involve conducting site visits, reviewing financial reports, and assessing the impact of NGO projects on communities.
- **Capacity Building:** Providing support and capacity building initiatives to strengthen the capabilities of NGOs operating in Sierra Leone. This may include training programs, workshops, and technical assistance aimed at improving organizational governance, financial management, and program implementation.
- **Coordination and Collaboration:** Facilitating collaboration and coordination between NGOs, government agencies, and other stakeholders involved in development efforts. This involves fostering partnerships to enhance the effectiveness and efficiency of initiatives aimed at addressing social, economic, and environmental challenges.
- **Advocacy and Networking:** Representing the Ministry and advocating for the interests of NGOs within government forums, international organizations, and other relevant platforms. This includes promoting dialogue, sharing best practices, and advocating for policies that support the role of NGOs in national development.
- **Compliance and Enforcement:** Enforcing compliance with regulations and taking appropriate action against NGOs found to be operating outside the law or engaging in activities that are detrimental to the interests of Sierra Leone. This may involve conducting investigations, imposing sanctions, or revoking licenses as necessary.
- **Information Management:** Maintaining a database of registered NGOs, their activities, and other relevant information to facilitate effective monitoring, evaluation, and decision-making processes. This includes ensuring data accuracy, confidentiality, and accessibility for stakeholders.
- **Policy Advice:** Providing advice and recommendations to government officials on matters related to NGO affairs, including emerging trends, challenges, and opportunities. This may involve conducting research, analyzing data, and preparing reports to inform policy development and decision-making.
- **Conflict Resolution:** Mediating disputes or conflicts that may arise between NGOs, communities, or

other stakeholders, with the aim of fostering constructive dialogue and resolving issues in a peaceful and equitable manner.

**Key achievement:** Overall, The Director of NGO Affairs at the Ministry of Planning and Economic Development in Sierra Leone continues to typically hold a crucial role in overseeing and regulating the activities of non-governmental organizations (NGOs) operating within the country.

**January 2010– December 2018;**

**NGO Monitoring and Evaluation Officer—Ministry of Planning and Economic Development, Government of Sierra Leone, Freetown**

**Key responsibilities:**

- **Monitor and Evaluate all NGO Programs in Sierra Leone:**

Develop comprehensive monitoring and evaluation frameworks tailored to the diverse range of NGO programs operating in Sierra Leone.

Implement robust data collection mechanisms, including quantitative and qualitative methods, to assess the impact, effectiveness, and sustainability of NGO initiatives.

Utilize monitoring and evaluation findings to identify best practices, lessons learned, and areas for improvement across different sectors and geographic regions.

**Collaborate with Sectoral Ministries, Councils, and Relevant Institutions for Monitoring and Evaluation Activities:**

- Foster partnerships with sectoral ministries, local councils, academic institutions, and civil society organizations to coordinate monitoring and evaluation efforts.
- Establish joint working groups or task forces to streamline data collection processes, share resources, and harmonize M&E methodologies.
- Facilitate capacity-building workshops and training sessions to enhance the skills of government officials and NGO staff in monitoring and evaluation techniques.

**Establish an NGO Inter-Agency Committee for Addressing Relevant Issues on Program Reviews and National Strategic Planning:**

- Convene regular meetings of the NGO Inter-Agency Committee to discuss policy priorities, programmatic challenges, and emerging trends in the NGO sector.
- Develop collaborative initiatives and action plans to address systemic issues, such as regulatory constraints, funding gaps, or capacity limitations.
- Advocate for the integration of NGO perspectives and expertise into national strategic planning processes and policy frameworks.

**Organize Monthly Meetings of NGOs Desk Officers in Various Sectoral Ministries:**

- Coordinate monthly meetings of NGOs desk officers embedded within sectoral ministries to facilitate information exchange, coordination, and collaboration.
- Provide a platform for desk officers to share updates on NGO activities, identify synergies between government and NGO programs, and address operational challenges.
- Disseminate relevant research findings, policy briefs, and training opportunities to enhance the capacity of desk officers in supporting NGO initiatives.

**Ensure Full Participation of Beneficiary Communities and Effective Communication with Sectoral Ministries in Program Formulation and Implementation:**

- Promote participatory approaches to program design and implementation, ensuring the meaningful involvement of beneficiary communities in decision-making processes.
- Facilitate community consultations, focus group discussions, and participatory workshops to solicit feedback, assess needs, and co-design interventions.

- Strengthen communication channels between NGOs and sectoral ministries to enhance coordination, share information, and align priorities with national development objectives.

**Organize Periodic Surveys Involving NGO Representatives and Stakeholders to Stay Informed on Pertinent Issues:**

- Conduct regular surveys, needs assessments, and stakeholder consultations to gather feedback on the effectiveness of NGO programs and identify emerging challenges.
- Analyze survey data to identify trends, gaps, and areas requiring intervention, and disseminate findings to relevant stakeholders.
- Use survey findings to inform evidence-based decision-making, resource allocation, and strategic planning within the NGO sector and beyond.

**Key achievement:** -----

***01 January 2009 – 31 December 2010***

**Outreach Coordinator, Concern Worldwide, Freetown, Sierra Leone**

***Key responsibilities:***

**Community Outreach and Engagement:**

- Develop and implement community outreach strategies to raise awareness of Concern's programs, services, and initiatives among target communities.
- Establish and maintain positive relationships with community leaders, local authorities, and key stakeholders to facilitate collaboration and partnership building.
- Organize community meetings, focus group discussions, and participatory workshops to solicit feedback, assess needs, and promote community participation in program design and implementation.

**Communication and Advocacy:**

- Develop and disseminate communication materials, including brochures, posters, and newsletters, to effectively communicate Concern's goals, activities, and impact to various stakeholders.
- Liaise with media outlets, including radio stations, newspapers, and social media platforms, to amplify Concern's messages and advocacy efforts on key issues related to poverty, health, education, and livelihoods.
- Advocate for policy changes and systemic reforms to address the root causes of poverty and vulnerability, leveraging evidence-based research and community voices.

**Partnership Development:**

- Identify and forge strategic partnerships with local NGOs, community-based organizations, government agencies, and other stakeholders to enhance the reach and impact of Concern's programs.
- Collaborate with partner organizations to leverage resources, share best practices, and coordinate joint initiatives aimed at addressing community needs and achieving common objectives.
- Provide capacity-building support to partners in community mobilization, advocacy, and program management to strengthen their ability to contribute to sustainable development efforts.

**Monitoring and Evaluation:**

- Support the monitoring and evaluation of outreach activities to assess their effectiveness, relevance, and impact on target communities.
- Collect and analyze data on community engagement, feedback, and participation to inform programmatic decisions and improve outreach strategies.
- Prepare regular reports and updates on outreach activities, achievements, and challenges for internal and external stakeholders.

**Training and Capacity Building:**

- Develop and deliver training sessions, workshops, and capacity-building initiatives for

Concern staff, partners, and community volunteers on effective outreach and communication techniques.

- Provide guidance and support to field teams in conducting community assessments, participatory planning exercises, and behavior change communication campaigns.
- Foster a culture of learning and innovation within the organization, encouraging staff and partners to continuously improve their outreach and engagement approaches.

**Key achievement:** -----

**1st January 2008 – 31st December 2009**

**School Teacher (Sierra Leone Grammar School), Freetown, Sierra Leone**

**Key responsibilities:**

**Curriculum Delivery:**

- Plan and deliver engaging and effective lessons in accordance with the school's curriculum and syllabus requirements.
- Use a variety of teaching methods, instructional materials, and technology to cater to diverse learning styles and abilities.
- Monitor student progress, provide feedback, and assess learning outcomes regularly to ensure academic growth.

**Classroom Management:**

- Create a positive and inclusive learning environment where students feel safe, respected, and motivated to participate.
- Establish clear expectations for behavior and academic performance, and enforce disciplinary measures when necessary, following school policies and procedures.
- Foster a culture of mutual respect, cooperation, and responsibility among students through effective classroom management techniques.

**Student Support and Guidance:**

- Provide individualized support and guidance to students who may require extra assistance with their studies, behavior, or personal development.
- Offer mentorship, counseling, and academic advice to help students overcome challenges, set goals, and achieve their full potential.
- Collaborate with parents, guardians, and other stakeholders to address students' academic, social, and emotional needs effectively.

**Professional Development:**

- Engage in ongoing professional development activities to enhance teaching skills, subject knowledge, and pedagogical approaches.
- Participate in staff meetings, workshops, and training sessions organized by the school or external agencies to stay abreast of best practices and educational trends.
- Reflect on teaching practices, seek feedback from peers and supervisors, and continually strive for self-improvement as a professional educator.

**School and Community Engagement:**

- Actively participate in school events, extracurricular activities, and committees to contribute to the overall school community.
- Build positive relationships with colleagues, administrators, and support staff to foster a collaborative and supportive work environment.
- Engage with parents, community members, and relevant stakeholders to promote the school's mission, values, and educational initiatives.

**Key achievement:**.....

#### **Education and Qualifications**

**M.Sc.** in Development Management (2018), **Institute of Public Administration (IPAM)**, University of Sierra Leone

**Course Modules:**

**B.A (Gen)** in Politics and History (2003-2007), Fourah Bay College, **University of Sierra Leone**, Sierra Leone

**Course modules:** -----

**Training courses**-----

**Skills:** Excellent Communication Skills, Well-Organized, Team Player, Planning, Project Management, Development Monitoring, International Development, Monitoring Framework, Communication Strategy, Community Engagement, Social Media Networking, Identifying Opportunities, Development Communication, Capacity Building, Recovery Program, Strategic Support, Proposal Development, Social Mobilization

**Interest:** Football, Global News and Current Affairs, Gaming and Blogging

**Voluntary Activities:**

**Published Work:**

**2018**—Impact of Fiscal Decentralization on Health Activities

**2007**—Dissertation on Youth and Community Development—Case Study- Gloucester Youth Organization

**2005**—Symposium presentation on ‘Youth Unemployment/Employment—A Critical Challenge to Sierra Leone’s Post War Development’

**2004**—Semester paper on the structure, composition and weakness of the civil service of Sierra Leone.