

## Programmes Officer-Livelihoods

<b>Location:</b>	Tamale, GHANA
<b>Application Deadline:</b>	22-August-2023
<b>Type of Contract:</b>	Service Contract
<b>Languages Required:</b>	English
<b>Starting Date:</b> <i>(Date when the selected candidate is expected to start)</i>	01-September-2023
<b>Contract Type:</b> <i>renewal)</i>	Two Years <i>(possibility of</i>
<b>Level</b>	Entry

### About Us

Songtaba is a women-led advocacy organization committed to securing the basic rights for women and children, in the Northern, Savannah and North East regions of Ghana. The mission of Songtaba is to work with poor women and children in identifying the root causes of their impoverishment and addressing them in a rights-based manner. Core of the mission of Songtaba is working with very excluded women in our communities (women who have been accused as witches and banished to live in camps settlements), persons with disabilities, women smallholder farmers to have long term access to productive resources, girls and their networks in protecting them from all forms of violence including child/force marriages and young women by supporting them to develop alternative livelihood skills.

### Scope of Role:

Songtaba wishes to recruit a Livelihoods Officer to support the day-to-day results-based implementation of its livelihood activities, especially our social enterprise. Under the direct supervision of the Programme Lead, the Livelihoods Officer will work closely with the GESI & Institutional Development Manager to develop and run the organisation's social enterprise and contribute to fund raising.

**Reports to:** GESI & Institutional Development Manager

### Responsibilities

- Manage the social enterprise of the organisation to increase its viability.
- Facilitate the training of skills in livelihood related projects
- Arrange a conducive venue for the training of beneficiaries and ensure training materials and tools are adequate to deliver the trainings.
- Conduct financial literacy, bookkeeping and business management trainings to the identified beneficiaries.

- Maintain accurate and up-to-date records of all activities and provide regular reports
- Support in the fund raising activities of the organisation
- Prepare annual livelihood work plans and report on timely basis (Monthly, quarterly, half yearly and yearly)

### **Qualifications**

- Bachelor's degree in finance, economics, business administration, or related field is required

### **Skills and Behaviours**

#### **i) Client Orientation**

Establishing effective client relationships

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion;
- Organizes and prioritizes work schedule to meet client needs and deadlines;
- Anticipates client needs and addresses them promptly.

#### **ii) Core Competencies**

- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment;
- Self-development, initiative-taking;
- Acting as a team player and facilitating team work ;
- Facilitating and encouraging open communication in the team, communicating effectively ;
- Creating synergies through self-control;

#### **iii) Creativity**

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

#### **v) Integrity**

- Honest, encourages openness and transparency

**Language:**

- Fluency in English.

**How to Apply For The Job**

- Interested candidates should submit CV and Cover Letter to [applications@songtaba.org](mailto:applications@songtaba.org)

**Salary**

- Very Attractive