

Project Officer

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

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.

About the Job

Songtaba, in collaboration with iDE, is implementing the Her Time To Grow project in the Upper East and Upper West Regions of Ghana. The Project aims at creating opportunities for at least 25,000 women. This includes innovations that improve women's access to finance, information and technology.

Reports to: Project Manager

Duties and Responsibilities

Ensures implementation of programme strategies focusing on achievement of the following results:

- Shall hold community training sessions by leveraging existing training modules with Her Time to Grow women and girl participants;
- Provide guidance and introductions to engage with key informants, community members and leaders by facilitating introductions where needed and provide insight and guidance towards best practices in selecting participants during the participatory evaluation phase;

- Engage on gender-specific interventions as identified during the evaluation phase such as forming or strengthening VSLA groups and gaining access to land for female farmers
- Identify key gender issues and engage with the community on and the most important issues women and girls are facing, ways of ensuring transformative (lasting) change in the gender equality space and ways to mitigate risk associated with unintentional negative consequences (such as GBV)
- Organization, preparation, collation and consolidation of annual work plans and budget administration for activities;
- Review work plans, activity reports, implement programme activities according to the technical, financial and administrative procedures prescribed in the organisation's programme document or by specific donor requirements;
- Compilation of activity, quarter, semi-annual and annual reports;
- Active participation in fund raising through the development of concept notes and proposals through researching grant proposals and funding opportunities and developing relationships with various communities, governmental and other nonprofit organizations to raise funds and awareness and build resources for the organization;
- Provision of operational and technical support to focal persons and volunteers, facilitating development of quarterly action/work plans and timely submission of reports;
- Support in project audits;
- Sound contributions to knowledge networks and communities of practice;
- Professional growth through active learning.

Desirable attributes

- Strong report writing skills
- Ability to creatively assess programme design and implementation
- Ability to mobilise and direct the efforts women in groups for enhanced livelihoods
- Experience and expertise in managing an agricultural enterprise as a business
- Passion for agriculture and empowering farmers with tools to improve rural livelihoods

- Ability to establish good rapport with clients/trainees with limited formal education
- Expertise in business proposal writing and implementation with specific emphasis on budgeting, cash flow analysis, costing and market research.
- Entrepreneurial spirit
- Ability to ride a motor cycle to communities
- Carrier of a valid driver's or rider's licence, or willingness to secure one immediately upon engagement

Required Skills and Experience

Education:

- A bachelor's degree in social science, agricultural studies, business administration, development studies, project management or related field;

Experience:

- Minimum of 2-3 years of relevant experience in a donor funded programme, especially in working with women small holder farmers;
- Hands-on experience in report writing, analytical pieces desirable;
- Considerable knowledge coordinating donor projects;
- Experience in the use of computers and office software packages and handling of web based management systems.

Language:

- Fluency in English and a local language, preferably Dagaare, Sisaali, Waali

How to Apply For The Job

- Interested candidates should submit CV and Cover Letter to applications@songtaba.org

Salary

- Very Attractive