

Programmes Officer

Location:	Tamale, 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: <i>renewal)</i>	2 years <i>(with possibility of</i>
Level	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.

About the Job

Songtaba is seeking the services of a programme officer to join our team in Tamale. The officer shall support in the implementation of key projects and facilitate reporting and harvesting of outcomes/impact.

Reports to: Advocacy and Influencing Manager

Duties and Responsibilities

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

- 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;
- Serve as secretary to PMU meetings;
- Analysis and synthesis of proposals, draft terms of reference on the areas for support and interventions relative to Songtaba's Programme;
- Participate in effective management of the Songtaba Programme Management Unit on quality control from formulation to implementation of the assigned projects;
- Provision of operational and technical support to focal persons and volunteers, facilitating development of quarterly action/workplans and timely submission of reports;
- Participation in project audits;
- Preparation of inputs for reporting, supervise collation, consolidation and review of quarterly, annual and other reports including for donor reporting;
- Identification and synthesis of best practices and lessons learned directly linked to programme, institutional and Songtaba's goals;
- 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

- Carrier of a valid driver's or rider's licence, or willingness to secure one immediately upon engagement
- Fluency in English and a local language, preferably Dagbani

Required Skills and Experience

Education:

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

Experience:

- Minimum of 2-3 years of relevant experience at the national as project/programme officer in a donor funded programme;
- Hands-on experience in report writing, analytical pieces desirable;
- Considerable knowledge in fund raising;
- Knowledge of Ghanaian public administration systems and legislation desirable;
- 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 Dagbani

How to Apply For the Job

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

Salary

- Very Attractive