

JOB DESCRIPTION FOR PROJECT MANAGER, GHANA

Job Title:	Project Manager, Ghana	Location:	Ghana
Department:	International Growth Programs	Length of contract:	Indefinite
Role Type:	National	Grade:	
Travel Involved:	As required	Direct Reports:	Program Officer, Program Assistant
Reporting to:	International Growth Manager		

Organisational background

BudgIT is a civic organization that applies technology to intersect citizen engagement with institutional improvement, to facilitate societal change.

A pioneer in the field of social advocacy melded with technology, BudgIT uses an array of tech tools to simplify the budget and matters of public spending for citizens, with the primary aim of raising standard of transparency and accountability in government.

Job purpose

The Head, Ghana is responsible for seeing to the development, management and implementation of program activities in BudgIT Ghana as assigned.

Key working relationships

The Head, Ghana will relate with the Principal Lead and the International Growth Manager.

External working relationships will include government officials, donors, civil society organizations.

Key accountabilities

- Maintain oversight of all BudgIT activities in Ghana and ensure timely and proper implementation.
- Advice on programmatic design of new projects, including identification of potential local partners and beneficiaries, monitor implementation to ensure timely completion and adherence to budget and administrative and programmatic closeout throughout the portfolio of activities.
- Take a leadership role in BudgIT Ghana's program's learning process by feeding information in a timely manner program's target area.
- Develop activity-level Theory of Change (TOC), thinking strategy about the contribution of each activity to the overall program objective.
- Work alongside stakeholders and civil society actors to ensure coherent and strategic programming as part of a unified project endeavor.
- Serve as the focal point of BudgIT activities in Ghana.
- Comply with all donor procedures and policies
- Perform other tasks, as assigned.

Qualifications and experience:

Essential:

- A relevant Bachelor's degree
- At least 5 years' experience working as a Program Officer in a reputable NGO.
- Knowledge and experience in operations, project management, financial data interpretation, and grant proposal writing.
- Proven significant experience managing teams.
- Experience working in networks and building strong working relationships

Work-based skills:

Essential:

- Demonstrable ability to lead and develop systems and processes
- Proficiency at using Microsoft office: MS Word, Excel, PowerPoint, Outlook etc. is required.
- Ability to work under short deadlines and efficiently handle multiple tasks.
- Attention to detail and the ability to function well in a team.
- Fluent in English, with excellent presentation and communication skills, both written and verbal.

Interested and qualified candidates should send their CVs to hr@yourbudget.com using the subject title, "Program Manager (Ghana)."

N.B.: This role is for Ghanaian Nationals residing in Ghana.