

act:onaïd Job Description and Person Specification

Job Title:	Project Officer- Uplifting the Voices of Mining Communities in Ghana		
Directorate:	Programmes, Campaigns and Innovation	Salary Level	SM 2
Reports directly to:	Project Officer		
Location:	Accra with frequent travels to project communities in Mfantsiman District in the Central Region in particular and at times other project districts in Ghana.		
Duration:	24 months		
Job Purpose: (State major reason for the position)	The Project Officer will lead the planning, coordination, and implementation of the Uplifting the Voice of Mining Communities in Ghana project in the Mfantsiman District of the Central Region, while being based at ActionAid Ghana's Greater Accra Office. The position exists to strengthen the capacity, participation, and collective voice of rural mining-affected communities, particularly women, youth, and other marginalized groups, to actively engage in decision-making processes on extractive sector governance amid the growing pressures of climate change and increased critical minerals exploration. The Project Officer will work closely with community structures, local authorities, civil society organizations, and other stakeholders to promote inclusive governance, environmental justice, accountability, and sustainable livelihoods, ensuring that the concerns and rights of mining-affected communities are effectively represented and contribute to national and multi-country project outcomes.		
Accountabilities			
Key Responsibilities: (List the major responsibilities the job holder is expected to perform)	Key Activities		
Project Implementation	1. Project Planning and Implementation Coordinate and implement all project activities in the Mfantsiman District in accordance with approved work plans, budgets, and donor requirements.		

	• Prepare detailed activity implementation plans and ensure timely execution of project interventions. • Ensure project activities are implemented in line with ActionAid Ghana's Human Rights-Based Approach (HRBA), Feminist Leadership Principles, and Gender Equality and Social Inclusion (GESI) framework. • Monitor activity schedules and recommend corrective actions where implementation delays occur. 2. Monitoring, Evaluation, Accountability and Learning (MEAL) • Implement the project's Monitoring, Evaluation, Accountability and Learning (MEAL) framework at the district level. • Collect, verify, analyses, and report high-quality quantitative and qualitative data against approved project indicators. • Conduct routine field monitoring visits and document project outputs, outcomes, challenges, and lessons learned. • Where applicable, support baseline studies, periodic assessments, mid-term reviews, end-line evaluations, and donor monitoring missions. • Maintain accurate project databases and beneficiary records and ensure timely submission of monitoring reports. • Document case studies, beneficiary success stories, and evidence of project impact to support learning and reporting. • Support accountability mechanisms, including community feedback and complaints management systems. 3. Community Mobilisation and Capacity Development • Mobilise mining-affected communities, particularly women, youth, persons with disabilities, and other marginalized groups, to participate actively in project activities. • Organise and facilitate community dialogues, sensitisation meetings, stakeholder forums, and training programmes. • Build the capacity of community leaders, community-based organisations, women's groups, youth groups, and local partners on extractive sector governance, environmental justice, climate resilience, advocacy, and social accountability. • Promote community ownership and sustainability of project interventions. 4. Stakeholder Engagement and Partnership Management • Establish and maintain effective working relationships with Metropolitan, Municipal and District Assemblies (MMDAs), traditional authorities, regulatory institutions, mining companies, civil society organisations, media, and other project stakeholders. • Represent ActionAid Ghana in district-level coordination meetings, multi-stakeholder platforms, and sector working groups.
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	- Facilitate constructive dialogue between communities and duty bearers to strengthen transparency, accountability, and inclusive governance within the extractive sector. 5. Advocacy and Policy Engagement - Support the design and implementation of advocacy campaigns aimed at promoting responsible mining, environmental protection, and community participation in natural resource governance. - Facilitate policy dialogues and community engagement platforms that amplify the voices of mining-affected communities. - Contribute evidence and community perspectives to national and district advocacy initiatives. 6. Financial and Resource Management - Prepare activity budgets and monitor expenditure to ensure efficient utilization of project resources. - Ensure compliance with ActionAid Ghana's financial policies, procurement procedures, and donor regulations. - Maintain accurate records of project assets, logistics, and inventory allocated to project activities. 7. Documentation, Reporting and Knowledge Management - Prepare timely, accurate, and high-quality narrative, technical, and progress reports for internal management and donor reporting. - Document best practices, innovations, lessons learned, and project achievements for organizational learning and communication. - Contribute to the development of newsletters, policy briefs, case studies, and communication materials showcasing project impact. 8. Safeguarding, Gender Equality and Social Inclusion - Ensure that safeguarding principles, child protection standards, gender equality, disability inclusion, and social inclusion are integrated into all project activities. - Promote women's leadership and meaningful participation of vulnerable and marginalized groups in decision-making processes. - Identify and report safeguarding concerns in accordance with ActionAid Ghana's safeguarding policies and procedures. 9. Risk Management and Compliance - Identify implementation risks and develop appropriate mitigation measures. - Ensure compliance with donor requirements, project agreements, ActionAid Ghana policies, and relevant national legislation. - Monitor contextual developments that may affect project implementation and recommend adaptive management measures. 10. Other Duties
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act:onaid Job Description and Person Specification

	Perform any other duties assigned by the Project Manager or Country Management Team that are consistent with the objectives of the project and ActionAid Ghana's strategic priorities.
Resource management	Liaise with the finance unit to implement cost effective strategies and systems to ensure optimum efficiency and effectiveness, in full compliance with value for money principles, ActionAid's Financial Policy and Procedures Manual and the donor's financial guidelines.
Fundraising	- Identify emerging issues from project implementation and alert the supervisor for packaging into concept notes for possible partnership funding. - Support to develop documentation highlighting the challenges and lessons learnt from the project and disseminate widely to position AAG as a learning organisation.
Safeguarding/ Child Protection responsibilities	- Be abreast with ActionAid's safeguarding policies, including our child protection policy and ensure full compliance with its provisions. - Educate community members, staff and partners on safeguarding policies and other relevant regulatory frameworks of ActionAid Ghana.
Typical People Management Responsibility	
Approximate number of people managed in total	<i>n/a</i>
Approximate number of people matrix managed: (projects/dotted line)	<i>n/a</i>
Team Leader (Yes/No)	<i>No</i>
Grandfather- manager of Team Leaders (Yes/No)	<i>No</i>
Relationships/Assets maintained	
Internal Relations (Describe level and nature of contacts with AAG)	<i>All staff</i>
External Relations (Describe level and nature of contacts outside AAG)	<i>MDAs, CSOs, Public Institutions, Traditional Rulers etc.</i>
Responsibility for Assets (Describe types of assets directly handled or supervised)	- Information and Communication Technology (ICT) Equipment - Project Documentation and Confidential Information - Monitoring and Data Collection Equipment - Project Materials and Supplies etc.

act:onaid Job Description and Person Specification

COMPETENCIES:	
EDUCATIONAL QUALIFICATION (State minimum entry educational/professional qualification required by the position).	A Bachelor's degree in Natural Resources Management, Environmental Studies, and Mining. A postgraduate qualification in a relevant area will be considered an added advantage. Additionally, the ideal candidate should have a strong background and demonstrated experience and capacity in Monitoring, Evaluation, Accountability and Learning (MEAL), including data collection and analysis, change stories documentation, indicator tracking, reporting, and learning documentation, which will be considered a significant advantage. Experience working with donor-funded projects, community-based interventions, advocacy initiatives, and marginalized groups is highly desirable. A good understanding of the social, environmental, and development context of mining-affected communities, particularly familiarity with the Mfantseman District in the Central Region, including local community structures, stakeholders, and socio-economic dynamics, will be an added advantage. The candidate should also demonstrate strong skills in community engagement, stakeholder coordination, report writing, and evidence-based project management.
TECHNICAL (State core job knowledge/skills required for successful execution of the job)	• Knowledge of Human Rights Based Approach to project implementation • Knowledge and experience in project implementation, especially relating to mining projects. • Skills in advocacy and campaign initiatives. • Knowledge of gender issues and power dynamics • Knowledge in effective training approaches, community mobilisation and facilitation processes • Skills in writing quality reports and case studies. • Knowledge of M&E principles • Knowledge of Micro-Soft Office applications and social media
PERSONALITY (State core personal attributes required for successful execution of the job)	• Tact • Emotionality • Reliability • Change agent • Listening • Communication • Team player • Quality of output

act:onaid Job Description and Person Specification

Competency Profile	
Competency	What it looks like
Tact	Ability to handle conflict, confrontation, disagreement and delicate inter-personal situations in such a manner as to solve the problem and sustain positive relationships
Emotionality	Ability to control anger, frustration, tension and nervousness, especially in conflict situations
Reliability	Ability to keep to time and other commitments, deliver on commitments to others
Change agent	Ability to challenge the status quo, promote and endorse change through words and action
Listening	Ability to listen to the views and ideas of other people, especially those contrary to our own, without undue defensiveness
Communication	Ability to write or speak in a manner that communicates the intended message without hurting other people
Team player	Ability to work effectively in a team, and complement efforts of others for high productivity
Quality of output	Consistent high-quality work; virtually error proof and within defined targets