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| **Job Title:** | Project Manager (CSO-RISE – Civil Society Organisations in Research and Innovation for Sustainable Development) | | | |
| **Directorate:** | Programmes, Campaigns & Innovations | | Salary Level | SM 4 |
| **Reports directly to:** | Head of Programmes, Campaigns and Innovation | |  |
| **Location:** | Tamale | | | |
| **Directly supervises:** | Project Accountant  Project Officers  Administration & Communications Officer  Quality and Impact Assessment Officer | | | |
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| **Job Purpose:**  **(State major reason for the position)** | The role is responsible for the overall management and coordination of the project, including stakeholder engagements, in line with donor contract and agreements with co-applicants, to achieve the stated results of the project. The role will maintain regular communication and provide scheduled feedback to relevant stakeholders. The role also has responsibility of overall supervision of project assets and the project team. | | | |
| **Accountabilities** | | | | |
| **Key Responsibilities: (List the major responsibilities the job holder is expected to perform)** | **Key Activities** | | | |
| ***Strategic responsibilities*** | * Work with relevant national and local partners, stakeholders and collaborators to ensure project takeaways influences relevant policies on livelihoods and local governance. * Develop annual critical pathways to ensure that project implementation plan leads to expected project outcomes and consistent with the Priorities and Key Result Areas of the ActionAid Ghana (AAG) Country Strategy Plan (CSP). * Develop elaborate project strategies to enhance effective implementation towards achievement of stated project results. * Work closely with National and Regional Programmes and Advocacy Teams to ensure that project takeaways are mainstreamed into programme work before project completion. * Anticipate project risks and take steps to mitigate them. * Coordinate project activities and liaise with co-applicants, project target district assemblies and their agencies, communities, project beneficiaries and other stakeholders to ensure effective project delivery and attainment of stated project results. * Develop TOR for project research, reviews and evaluation exercises. | | | |
| ***Operational Responsibilities*** | * Conduct periodic reviews, reflections and planning meetings with co-applicants, communities, implementing partners and other stakeholders to inform project strategies. * Lead in the development of tools, manuals and training resources needed to ensure successful project implementation. * Lead in the organization and facilitation of project review meetings with the active participation of co-applicants, beneficiaries and all relevant stakeholders. * Organise Project Management Team meeting every month to access and monitor the progress of the project, and also participate in Project Accountability Team meeting every quarter to give update on progress of project. * Lead to conduct and validate pre-intervention assessments in target districts. * Coordinate and supervise the implementation of all project activities to achieve their outputs, as indicated in the approved project document. * Conduct relevant researches and disseminate information to relevant stakeholders. * Actively participate in the Annual Planning and Budgeting process of ActionAid Ghana. | | | |
| ***Staff and Resource Management Responsibilities*** | * Support to translate and communicate project standards and performance to staff and partners to improve programme quality and performance. * Liaise with the finance unit to develop and institute cost effective strategies and systems to ensure optimum efficiency and effectiveness. * Facilitate effectiveness and efficiency in the use of project financial resources in compliance with value for money principles, ActionAid’s Financial Policy and Procedures Manual and the donor’s financial guidelines. * Assess project team competencies, identify learning needs and liaise with the Global platform and HROE to support capacity development of team members, including those stationed at the project districts. * Collate and file relevant project documents on shared folders for future reference. | | | |
| ***Fundraising responsibilities*** | * Identify emerging issues from project implementation and package them into concept notes for possible partnership funding. * Work with the Head of Fundraising to explore opportunities of raising funds to bridge the co-financing requirement of the project. * Develop documentation highlighting the challenges and lessons learned from the project and disseminate widely to position AAG as a learning organisation. | | | |
| ***Partnership and Coalitions*** | * Sustain positive partnership and networking relationships with institutional partners in all the implementing districts in the four regions (Northern, Savanna, Upper East and Upper West) and other key stakeholders on the project. * Provide strategic support to increase understanding and appreciation of changes in project agreements and direction. * Monitor project partners’ activities and relationships to ensure compliance with set agreements. * Raise AAG’s profile through highlighting best practices that emerged from projects at fora and other public events. | | | |
| ***M&E*** | * Work with the Manager, Quality and Knowledge Management to develop M&E plan, design and implement monitoring and evaluation systems to document the output indicators of the project log frame. * Support to undertake monitoring and evaluation of project activities. * Prepare annual, quarterly and monthly plans for effective execution of the project activities as stipulated in approved project documents. | | | |
| **Donor reporting** | * Prepare comprehensive quarterly reports (narrative and financial) for management information and decision Actively participate in donor review and reflection meetings, and highlight project successes, challenges and mitigating measure to overcome challenges. * Maintain positive relationships with the European Union Delegation in Ghana and other donor organisations at all times. * Prepare and liaise with Head of Fundraising to ensure that quality narrative, financial and forecast reports of the project are timely submitted to donor organizations as per the contract specification and deadlines. | | | |
| **Senior Management Activities** | * Provide relevant information for the formulation/update of AAG‘s strategy, policies and procedures. * Attend Senior Management Meetings and contribute to making strategic decisions, particularly in relation to projects and fundraising. | | | |
| **Safeguarding/ Child Protection Responsibilities** | * Be abreast with ActionAid’s safeguarding policies, including our child protection policy and ensure full compliance with its provisions. * Educate staff, co-applicants, beneficiaries and other stakeholders on the safeguarding policies and other regulatory frameworks of ActionAid Ghana. | | | |
| **Typical People Management Responsibility** | | | | |
| ***Approximate number of people managed in total*** | 6 | | | |
| ***Approximate number of people matrix managed: (projects/dotted line)*** | n/a | | | |
| ***Team Leader (Yes/No)*** | Yes | | | |
| ***Grandfather- manager of Team Leaders (Yes/No)*** | *Country Director* | | | |
| **Relationships/Assets maintained** | | | | |
| ***Internal Relations (Describe level and nature of contacts with AAG)*** | *Country Leadership Team, Senior Management Team, Project Staff, AAG Fundraising Team, Regional Programme Managers, All Staff members* | | | |
| ***External Relations (Describe level and nature of contacts outside AAG)*** | *National Partners, MDAs, CSOs, Public Institutions, Partner Organizations.* | | | |
| ***Responsibility for Assets (Describe types of assets directly handled or supervised)*** | Computer and accessories, telephone handset, office desk, chair, cabinet, and any other assigned to you. | | | |
| **COMPETENCIES:** | | | | |
| **EDUCATIONAL QUALIFICATION (State minimum entry educational/professional qualification required by the position).** | A master’s degree in Project Management or relevant field with at least 5 years’ experience in senior management position. | | | |
| **TECHNICAL (State core job knowledge/skills required for successful execution of the job)** | * Knowledge and proven experience in project management, especially related to sustainable agriculture, livelihoods, decent work and social protection. * Advanced skills in lobbying, advocacy and campaign initiatives * Knowledge of Human Rights Based Approach to project implementation. * Knowledge of strategic management principles * Knowledge of gender issues and power dynamics * Knowledge of developing concept notes and proposal * Knowledge of contract management principles * Knowledge of training models and principles * Advanced skills in writing quality reports and case studies * Knowledge of M&E principles * Knowledge of management principles and planning processes * Knowledge of Micro-Soft Office applications and social media | | | |
| **MANAGERIAL (State core managerial knowledge/skills required for successful execution of the job)** | * Ability and confidence to engage higher levels of external stakeholders such as government ministries, agencies, CSOs, donor organisations and local government structures. * Ability to identify and evaluate alternative solutions to problems. * Ability to take timely decisions. * Ability to develop shared plans and monitor for achieving targets. * Ability to motivate and provide coaching and technical support to team members when needed. * Ability to make effective verbal and written presentations. * Ability to write quality reports. * Ability to elicit 100% effort. * Ability to facilitate meetings, focus group discussions and training sessions | | | |
| **PERSONALITY (State core personal attributes required for successful execution of the job)** |  | | | |
| **Competency Profile** | | | | |
| **Tenacity:** | | Ability to persist in overcoming obstacles to success. | | |
| **Analytical Ability** | | Highly incisive and rigorous in the interpretation and  understanding of data, policies and programmes. | | |
| **Sensitivity:** | | (i)being sensitive to other people’s feelings, needs, thoughts and values; (ii) ability to react appropriately to other people’s problems, feelings. | | |
| **Judgment:** | | Ability to make correct assessment of situations and make the right decisions. | | |
| **Initiative:** | | Ability to explore opportunities, accomplish tasks with minimum supervision. | | |
| **Relationships:** | | Ability to establish and maintain work-related relationships; tactful and effective in dealing with people. | | |
| **Tact:** | | Ability to handle conflict, confrontation and delicate interpersonal situations in such a manner as to solve the problem and sustain positive relationships. | | |
| **Integrity** | | Conducts business with a high degree of integrity and ethical behaviour | | |
| **Reaction time** | | Ability to think on one’s feet and react appropriately to situations. | | |
| **Coping with pressure** | | Ability to cope with work, time and people pressures. | | |
| **Collaboration** | | Involves staff, partners, and others in projects as appropriate. | | |
| **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 | | |