

JOB DESCRIPTION (JD) FOR PROJECT MANAGER

Job Title: Project Manager

Directorate: Programmes, Campaigns & Innovations

Salary Level: SM 4

Reports directly to: Head of Programmes, Campaigns and Innovation

Location: Accra, with regular trips to the project sites in the Volta Region

Directly supervises: Project Officers and other project staff

Duration: 16 months with the possibility of renewal by additional 18 months contingent on availability of funding and satisfactory performance.

1.0: JOB PURPOSE:

The role is responsible for the overall management, accountability and coordination of the Climate Adaptation Project, including stakeholder engagements, in line with the donor contract, to achieve the stated results of the project. The role will oversee project coordination, undertake national advocacy, maintain regular consultations, communication, reporting, and provide scheduled feedback to relevant stakeholders.

2.0: KEY RESPONSIBILITIES

Strategic Responsibilities

- Work with relevant national, decentralized structures, movements, traditional and religious authorities, women's groups, youth groups, people's organizations, local partners, and other collaborators to ensure project takeaways influence inter-agency cooperation on climate action and gender equality.
- Develop annual critical pathways to ensure the project implementation plan leads to expected outcomes and is 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 the achievement of stated project results.
- Work closely with national and regional programmes and advocacy teams to ensure project outcomes are mainstreamed into AAG's wider programme framework.
- Anticipate project risks and take proactive steps to mitigate them.
- Coordinate project activities and liaise with relevant Ministries, agencies, local partners, communities, project beneficiaries, and other stakeholders to ensure effective delivery.
- Develop Terms of Reference (TORs), concept notes, and briefs for project-related research, reviews, and evaluation exercises.
- In collaboration with the Head of the Programmes and Fundraising Manager, coordinate planning and reporting mechanisms with HFHI.
- In collaboration with the Country Director, recruit technical consultants for specified EWS systems, Civil works and other relevant technical areas to carry out engineering designs, including, designs, Bill of Quantities (BoQs), simulations exercise among others.

Operational Responsibilities

- Facilitate periodic reviews, reflections, and planning meetings with communities, NGO partners, and other stakeholders to inform implementation strategies and plans.
- Lead in the development of tools, manuals, and training resources required for successful project delivery.

- Lead project teams to conduct and validate pre-intervention assessments in target communities.
- Coordinate and supervise implementation of all project activities across components (EWS, Nature-Based Solutions, Livelihoods) as per approved project documents.
- Conduct relevant research and share key findings with stakeholders for adaptive implementation.
- Participate in ActionAid Ghana's Annual Planning and Budgeting process.
- Convene, document, and follow up on the outcomes of monthly project accountability meetings.
- Monitor compliance of project implementation across regions, ensuring alignment with donor regulations and budgetary limits.

Staff and Resource Management Responsibilities

- Translate and communicate project standards and performance expectations to staff and partners to improve quality and delivery.
- Liaise with the finance unit to develop and maintain cost-effective systems and strategies.
- Facilitate efficient use of project financial resources in compliance with value-for-money principles, AAG's financial policies, and donor guidelines.
- Maintain a well-organized digital and physical archive of project documents for reference and audits.

Fundraising Responsibilities

- Identify emerging issues from implementation and package them into concept notes for possible future funding.
- Document and disseminate challenges and lessons learned to position AAG as a learning organisation and leader in climate resilience.
- Partnership and Coalitions building: Sustain positive partnerships with institutional partners across all implementing districts and regions (Volta and Greater Accra) and other stakeholders.
- Provide strategic support to partners in understanding and implementing evolving project directions and agreements.
- Monitor partner activities to ensure quality and compliance with agreements.
- Raise AAG's visibility and profile by sharing the best practices and innovations from the project at public events and policy forums.

Monitoring & Evaluation (M&E)

- Work with the Manager, Quality and Knowledge Management to develop an M&E plan and implement systems to monitor output indicators and log frame results.
- Support regular monitoring and learning activities across project sites.
- Prepare and review monthly, quarterly, and annual work plans to align with project deliverables.
- Coordinate with MEL colleagues to plan and conduct project evaluations and impact assessments.

Donor Reporting

- Prepare timely and quality quarterly reports (narrative and financial) for internal and donor reporting.
- Participate actively in donor review meetings, highlighting project progress, challenges, and mitigation strategies.
- Maintain positive and constructive relationships with Habitat for Humanity International and other relevant donors.

- Work with the Fundraising unit to ensure timely submission of donor-compliant narrative, financial, and forecast reports.

Senior Management Activities

- Provide input into strategic policy, programme, and fundraising decisions at senior management meetings.
- Contribute to updates of AAG's strategic direction and programming.
- Responsibilities Towards Safeguarding Policies and Feminist Principles.
- Be abreast with ActionAid's safeguarding policies (e.g. Child Protection Policy, PSEA Policy, Anti-Sexual Harassment Policy) and feminist principles and ensure full compliance.
- Support community awareness of safeguarding frameworks and integrate safeguarding in all project activities.

Typical People Management Responsibility

- Approximate number of people managed in total: Works with Programme Managers and Officers in target regions.
- Approximate number of people matrix managed: 4 Project Officers
- Team Leader: Yes.
- Grandfather – Manager of Team Leaders: Country Director

Relationships/Assets Maintained

- Internal Relations: Country Leadership Team, Senior Management Team, Fundraising Team, Regional Programme Managers, All Staff.
- External Relations: Habitat for Humanity International, relevant Ministries (Environment, Gender, Local Government), MMDAs, CSOs, Development Partners.
- Responsibility for Assets: Computer and accessories, telephone handset, office desk, cabinet, and any other project-related equipment

3.0: COMPETENCIES

Educational Qualification

Master's degree in Project Management, Development Studies, Environmental Science, Climate Change, or a relevant field, with at least 5 years' experience in a senior project or programme management role.

Technical

- Proven experience in managing large, multi-stakeholder donor-funded projects.
- Strong understanding of climate adaptation, disaster risk reduction, or environmental governance.
- Knowledge of Human Rights-Based Approach to programming.
- Advanced skills in advocacy, lobbying, and campaigning.
- Familiarity with gender, power dynamics, and women's rights in Ghana.
- Strong proposal and concept note development skills.
- Knowledge of donor contract management principles.
- Advanced writing, report development, and presentation skills.
- Knowledge of M&E systems and results-based management.
- Proficient in MS Office applications and digital communication tools.

Managerial

- Ability to engage high-level stakeholders and build strategic relationships.

- Sound decision-making, problem-solving, and strategic planning skills.
- Ability to manage multi-region projects and teams across different contexts.
- Strong coaching, mentoring, and team development skills.
- Effective facilitator of meetings, training, and multi-stakeholder engagements

Personality

- Tact
- Analytical ability
- Tenacity
- Sensitivity
- Sound judgment
- Initiative
- Integrity
- Collaboration
- Relationship building
- Coping with pressure
- Team player
- Strong quality orientation
- Quick reaction time

Competency Description

- Tenacity: Ability to persist in overcoming obstacles to success.
- Analytical Ability: Ability to understand and interpret data, policies, and context to inform decision-making.
- Sensitivity: Awareness of and responsiveness to the needs, values, and perspectives of others.
- Judgment: Capacity to assess situations accurately and make sound decisions.
- Initiative: Self-motivation to explore opportunities and deliver results with minimal supervision.
- Relationships: Builds trust and productive relationships internally and externally.
- Tact: Handles conflicts and sensitive issues with diplomacy.
- Integrity: Upholds ethical standards and transparency in decision-making.
- Coping with Pressure: Maintains effectiveness under stress and meets deadlines.
- Collaboration: Promotes inclusive participation and teamwork.
- Team Player: Works effectively with others to achieve shared goals.
- Quality of Output: Consistently produces accurate, high-quality deliverables.