

JOB DESCRIPTION (JD) FOR PROJECT OFFICER – EARLY WARNING SYSTEMS AND CIVIL WORKS

Job Title: Project Officer – Early Warning System and Civil Works

Directorate: Programmes, Campaigns & Innovations

Salary Level: SM 2

Reports directly to: Project Manager

Location: Greater Accra Region (with frequent travel to project communities in Volta Region)

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

2.0: JOB PURPOSE

This role will provide technical support for the effective implementation of the Early Warning Systems (EWS) and civil works components of the Climate Adaptation Project in selected communities within the Greater Accra and Volta Regions of Ghana. The Project Officer will work closely with key stakeholders including community members, NADMO, district assemblies, local authorities, and engineering consultants to ensure the establishment of functional EWS infrastructure and flood mitigation structures that improve disaster preparedness and climate resilience.

KEY RESPONSIBILITIES

- **Early Warning Systems Setup:** Coordinate the implementation of design, installation, and operationalization of community-based Early Warning Systems across 11 flood-prone communities, in collaboration with NADMO, Ghana Meteorological Agency, and other technical partners.
- **Technical Supervision of Civil Works:** Coordinate and monitor the construction and rehabilitation of relevant infrastructure such as flood channels, signage, culverts, rain gauges, and siren systems to support EWS and urban flood adaptation.
- **Community Engagement and Preparedness:** Mobilize community members and train EWS committees to manage, maintain, and respond to alerts using appropriate technologies.
- **Simulation Drills and Testing:** Facilitate regular simulations and testing of EWS infrastructure to ensure functionality, inclusivity, and responsiveness to flood risks in collaboration with NADMO, and EWS consultant.
- **Collaboration with Stakeholders:** Engage local assemblies, engineers, and disaster response agencies to ensure adherence to technical and environmental standards.
- **Monitoring and Reporting:** Conduct site inspections, collect field data, assess risks, and prepare timely technical and narrative reports.
- **Environmental and Social Safeguards:** Ensure all civil works comply with environmental and social safeguards, including inclusive design standards that account for women, youth, persons with disabilities, and vulnerable groups.
- **Problem-Solving and Technical Guidance:** Address implementation challenges related to logistics, infrastructure, and community coordination, and provide timely technical advice and input.
- **Documentation of Success Stories and Lessons Learned:** Capture innovative approaches and community impact stories related to disaster preparedness and infrastructure.

Resource Management

- Liaise with the finance unit to implement cost-effective strategies and systems to ensure optimum efficiency and effectiveness in line with value-for-money principles, ActionAid's Financial Policy and Procedures Manual, and donor financial guidelines.

Fundraising

- Identify emerging technical issues or opportunities for scale-up and alert supervisors for development of concept notes and funding proposals.
- Support documentation and dissemination of technical challenges, opportunities, and lessons learnt to promote continuous improvement and organizational learning.

Safeguarding/Child Protection Responsibilities

- Be abreast of ActionAid's safeguarding policies, including the child protection policy, and ensure full compliance with its provisions.
- Ensure EWS infrastructure and civil works promote community safety, particularly for women, children and vulnerable groups.
- Educate community members and partners on safeguarding principles during engagement and construction activities.

Typical People Management Responsibility

- Approximate number of people managed in total: n/a
- Approximate number of people matrix managed (projects/dotted line): n/a
- Team Leader (Yes/No): No
- Grandfather – manager of Team Leaders: Head of Programmes, Campaigns & Innovations.

Relationships/Assets Maintained

- Internal Relations: Programme team, MEL team, finance unit, procurement team
- External Relations: Engineers, MMDAs, NADMO, Ghana Meteorological Agency, community leaders, contractors
- Responsibility for Assets: Equipment for early warning systems (e.g., sirens, sensors, communication tools), civil works materials and tools

3.0: COMPETENCIES

Educational Qualification

- A Bachelor's Degree in Civil Engineering, Disaster Risk Management, Environmental Science, Geography, or related field with at least 3 years of relevant work experience.
- A professional certification or postgraduate degree is an added advantage.

Technical

- Technical knowledge of Early Warning Systems and climate-related disaster risk reduction
- Experience in supervising small- to medium-scale civil works or infrastructure projects
- Familiarity with community-based disaster preparedness approaches
- Ability to interpret construction designs, site maps, and Bill of Quantities (BoQs).
- Experience working with government agencies like NADMO, GMet, and MMDAs
- Knowledge of gender-responsive and inclusive infrastructure principles
- Proficiency in technical report writing, data collection, and Microsoft Office Suite
- Familiarity with AutoCAD or Geographic Information Systems (GIS) tools (an added advantage)

Personality

- Tact
- High emotional intelligence
- Reliability
- Change agent
- Good listening skills
- Strong verbal and written communication skills
- Team player
- High attention to detail and quality assurance

Competency Profile

- Tact: Ability to manage sensitive or complex situations diplomatically and respectfully.
- Emotionality: Maintains composure and sound judgment under stress or conflict.
- Reliability: Keeps commitments and meets deadlines consistently.
- Change Agent: Proactively promotes innovation and improvement in disaster preparedness.
- Listening: Welcomes diverse opinions and integrates feedback constructively.
- Communication: Delivers clear technical information tailored to different audiences.
- Team Player: Works effectively within teams and fosters collaborative problem-solving.
- Quality of Output: Produces thorough and accurate work, especially in field and infrastructure-related tasks.