

# act:onaid Opportunity

ActionAid (AA) is a global movement of people working together to further human rights for all and end poverty.

ActionAid Ghana (AAG), an Affiliate of ActionAid is looking to employ an experienced and self-motivated individuals to fill the following position:

**1. Position:** Project Manager

**Salary:** This role is on SM4 of ActionAid Ghana's Salary Structure

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

**Location:** Accra with frequent visits to project communities

**Role Overview:**

ActionAid Ghana seeks to engage a highly motivated individual who will be responsible for the overall management, accountability and coordination of the Climate Adaptation Project in line with donor contract to achieve the stated results of the project. As the Project Manager, you will be responsible for the overall management and coordination of the project aimed at enhancing the resilience of vulnerable urban communities to the increasing impacts of climate change, particularly urban flooding.

**Academic Qualification & Experience:** 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.

**2. Position:** Project Officer Early Warning System and Civil Works

**Salary:** This role is on SM2 of ActionAid Ghana's Salary Structure

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

**Location:** Accra with frequent visits to project communities

**Role Overview:** As a Project Officer, you 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. You 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.

**Academic Qualification & Experience:**

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

**Application Procedure:** Downloaded and completed Application Forms should be emailed to [jobs.ghana@actionaid.org](mailto:jobs.ghana@actionaid.org)

**Curriculum Vitae (CVs) are NOT**

Completed Application Forms should be emailed to [jobs.ghana@actionaid.org](mailto:jobs.ghana@actionaid.org).

The closing date for receiving applications is **24<sup>th</sup> July 2025 @5pm.**

Only short-listed applicants will be contacted and invited for assessment.

***“ActionAid Ghana is an equal opportunities employer. Whilst all applicants will be assessed strictly on their individual merits, female candidates are particularly encouraged to apply.”***