



# JOB VACANCY

## Programs Coordinator

An international non-profit non-government organization, working in rural Ghana to alleviate hunger by helping people help themselves through improvement in agriculture, promoting good nutrition and health, and empowering women and girls socially and economically, is looking for a Programs Coordinator for Program Design, Strategy & Evaluation.

### **Key Responsibilities:**

- Tracking of outcome-based metrics to improve quality of life with dignity.
- Compile & analyze monthly data in the big picture, and compare to benchmarks.
- Critically assess what if anything needs to change to achieve outcomes.
- Work with Country Director and Program Coordinators on annual program plans/activity and budget.
- Evaluate and document all program design to ensure all programs are considering best-practices in order to achieve intended outcome.
- Ongoing evaluation of individual program implementation.
- Reviewing programs dashboards on a monthly basis.
- Provides ongoing guidance and support to adapt activity plans as necessary throughout the year to best meet client needs under changing circumstances to maximize impact within budgetary constraints.
- Provides strategic guidance in organization's service areas and guide programs teams to incorporate best practices into regular activities.
- Designs and facilitates capacity-building activities for programs team members.
- Develops and fosters strategic connections, partnerships and relationships to further the organization's program goals and/or meet needs of stakeholders that are beyond the scope of the organization's mission.
- Liaises with stakeholders and advisors to provide insight on program implementation.
- Actively establishes and cultivates new relationships to provide technical expertise.
- Evaluates programs continuously.
- Shares identified program strengths and proactively.
- Engages in collaborative problem-solving to address program weaknesses.

- Supports Country Director, Program Coordinator, and program staff with cost-benefit assessment and analysis to inform implementation of program activities consistent with annual budgets including management of revolving fund.
- Shares information learned through organization's programs with others working in the programmatic space & learns from others based on their experiences with similar program work.
- Submit regular reports to Country Director, Board of Directors, or other relevant stakeholders i.e. monthly report and meeting with Country Director; quarterly summary of activities and updates created as part of report submitted to the organization's Board of Directors - Ghana Committee.

**Qualification:**

- Masters or Bachelor's Degree in Statistics, Planning, Community Development, Monitoring and Evaluation.
- A minimum of two years' experience in data management and analysis.
- At least three years' direct experience in a position of project design, implementation and evaluation.
- Strong experience in conducting research studies including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations.

**Skills required:**

- Advanced computer skills (word-processing, spread sheets, and databases).
- Good oral and written communication skills in English and Twi. Working knowledge in Dagaare is a plus.
- Must be result focused and be able to work under pressure and tight deadlines.
- Excellent interpersonal skills and a strong team player.
- Strong analytical skills.

Location

Job location will be in Kumasi but will be traveling within Ghana, particularly to the Upper West Region. Non-citizen applicants must have work permissions in Ghana.

Compensation

Annual salary for Programs Coordinator ranges between GHS 65,000 and GHS 70,000 based on qualifications and experience.

Application

Interested applicants are to submit their cover letters and CVs through [cvs@assistleadconsult.com](mailto:cvs@assistleadconsult.com) before 1st August, 2022.

Email subject line should be "Programs Coordinator– Applicant's Name"

**\*NOTE: TERMS & CONDITIONS APPLY**