



JOB OFFER: TWO (2) Project Officers

NAME OF RECRUITING ORGANIZATION :

Aid for Socio-Economic and Rural Development (ASERD-GHANA)

ASERD-GHANA is currently looking for 2 experienced candidates each for the Project Officer (Monitoring and Evaluation Officer) and Project Officer (Community Mobilization and Policy Campaigns Officer) Positions.

Expected Start Date: 20th May 2024.

1. Our organisation

Aid for Socio-Economic and Rural Development (ASERD-GHANA) is an organization that has an excellent understanding of the local ecosystem of the specific challenges that Communities and Women in Sub-Saharan Africa face. ASERD-GHANA seeks to realize its mandate through programmes and projects implemented in the areas of Child Development, Health, Women Empowerment, Promotion of Human Rights and Justice, Promotion of Peace Building and Conflict Management in Ghana, Youth and Good governance Biodiversity conservation and natural resource management as well as contributing to other sectors/disciplines of sustainable human development in Ghana.

ASERD-GHANA is currently serving as a Member of the North East Regional Peace Council (NERPC), under the National Peace Council (NPC) of Ghana.

The organization's mission is to strengthen the capacities of rural communities through socio-economic, Peaceful living, and livelihood empowerment activities to improve good Climate activities and sustainable standards of living in Ghana. ASERD-GHANA continues to uphold its core values of social equality, non-partisanship, honesty, transparency and accountability, teamwork, and grassroots involvement in achieving its mandates as a Development-oriented organization in Ghana. The organization's vision is that of a community, where the Rural Poor, the Marginalized, and Rural Women have a good standard of living and contribute Proactively to Equitable and Sustainable Community Development.

As a Women and Youth Rights Organization (WRO), we are currently implementing donor-funded projects in the areas of Biodiversity and Climate Security in the Savanna and Northern Regions, and Sustainable peace and security projects in Preventing Violent Extremism (PVE) activities in the North East and Upper East Regions of Ghana.

2. (a) Job purpose and key responsibilities: Project Officer (Community Mobilization and Policy Campaigns Officer)

- Assist in the development and planning of project activities.
- Coordinate and oversee the implementation of project activities, ensuring they align with the project's objectives and timelines.
- Tracking the progress of implementation and reporting timely to ensure execution according to the agreed-upon scope of work.
- Assisting Management and partners on the utilization of funds in line with Donor policies and guidelines including financial management, procurement, and other regulatory compliance-related areas.
- Overseeing the timely completion and accuracy of monthly management reports
- Contribute to the development and delivery of training and capacity-building activities for local stakeholders and project beneficiaries.
- Supporting data collection on result areas in line with the monitoring and evaluation plan.



- Prepare regular reports on project activities, outcomes, and impacts.
- Ensuring that project resources are utilized in accordance with applicable guidelines and donor policies and procedures.
- Liaise with local communities, NGOs, government entities, and other stakeholders to facilitate project activities at the grassroots level.
- Building synergy of activities and collaboration between different partners and stakeholders of the action
- Anticipating, analysing, and alerting the Management on risks related to operational activity, in its programmatic, security, and financial aspects;
- Support Management with Fund-raising activities

Profile

Qualifications and competences

- Bachelor's or Master's degree in International Relations, Peace Studies, Community Development Studies, or a related field.

Professional experience

- 3-5 years of experience in project management, preferably in Livelihood, Advocacy and Policy Campaigns, peacebuilding, conflict resolution, or a related area.
- Experience working in multicultural and diverse environments.

Skills

- Strong project management and organizational skills.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse stakeholders.
- Proficient in Microsoft Office Suite and project management tools.
- Ability to work independently and as part of a team.
- Strong analytical and problem-solving skills.

Working Conditions:

- The role may involve working on extra hours, weekends, and travel to project sites, including in potentially volatile or conflict-affected areas.

(b) Job purpose and key responsibilities: Project Officer (Monitoring and Evaluation Officer)

To lead and manage the monitoring and evaluation activities of ASERD-GHANA Projects, ensuring the project's objectives are achieved and lessons learned are documented and integrated into ongoing work. Under the supervision of the Executive Director, he/she will perform the following duties:

- Develop and supervise a Monitoring and Evaluation Plan for the action;
- In collaboration with the program and technical staff, develop, implement, and periodically update a decentralized work plan.
- Provide management and partners with necessary tools to ensure data is collected in an organized and verifiable manner;
- Ensure that all relevant staff are mentored and trained in data collection, documentation and validation;
- Collaborate with stakeholders, including local communities and partners, to gather feedback and enhance project effectiveness.
- Give data-based evidence to the Executive Director to guide the implementation of activities;
- Carry out data verification exercises at the various collection locations in the project regions;
- Carry out regular visits to project sites to oversee and ensure the efficient implementation of M&E activities;



- Regular update of reporting formats to capture key results, challenges, lessons, success stories, and opportunities;
- With key program staff and partners, ensure each of the action objectives and results are fully accomplished and meet the expected technical quality standards of the Donors
- Work with communities and other collaborating agencies to ensure that lessons of sound practice are documented and disseminated.
- Ensure that M&E learning is incorporated into evolving program plans
- Prepare and submit organizational Annual reports to the Executive Director

Profile

Qualifications and competences

- Bachelor's or Master's degree in Social Sciences, Statistics, Development Studies, or a related field.
- Specialization or additional training in monitoring and evaluation is highly desirable.

Professional experience

- At least 3-5 years of experience in monitoring and evaluation,
- Experience in quantitative and qualitative data collection and analysis methods.

Skills

- Strong analytical and critical thinking skills.
- Proficiency in Microsoft Office.
- Excellent communication and report-writing skills.
- Detail-oriented with strong organizational abilities.
- Ability to work independently and as part of a team in a multicultural environment.

Working Conditions:

- The position may require travel to project sites, including areas with limited facilities.

3. Conditions

- Status: Fixed-term contract
- Contract duration: 12 months renewable
- Location: Tamale
- Starting date: May 20th, 2024
- Candidates should submit their application, including a detailed CV, Certificates, and cover letter, to info@aserdghana.org with the SUBJECT: **JOB OFFER:**
 - **Project Officer (Monitoring and Evaluation Officer)**
 - **Project Officer (Community Mobilization and Policy Campaigns Officer)**

Deadline to apply: May 7th, 2024

ASERD-GHANA recruitment policy encourages diversity and equality. It also aims to improve the representation of women within its workforce, female candidates are therefore strongly encouraged.