



## **JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>COUNTRY PROGRAMME MANAGER (GHANA)</b>
<b>ORGANISATION:</b>	TREE AID Ghana
<b>REPORTING TO</b>	Country Director, TREE AID Ghana
<b>KEY RELATIONSHIPS</b>	Country Finance officer (TAGH), Head of Programme Implementation(WA), Head Programme Design (WA), Regional Communication & Advocacy Officer
<b>RESPONSIBLE FOR</b>	All projects implementation and reporting in Ghana
<b>PURPOSE</b>	Ensure successful delivery of TREE AID's Ghana Projects, monitoring evaluation and reporting with an added role of building Strong relationships with strategic partners.
<b>LOCATION</b>	Tamale, Ghana with periodic visits to the Country office in Accra frequent visits to all project locations in Ghana and occasional visits to other countries covered by Tree Aid
<b>TYPE OF CONTRACT</b>	One year renewable with a probation of 03 months, subject to performance and funding availability.

### **a) Support to develop the Ghana Programme in line with TREE AID operational plan, project pipeline and institutional fund-raising action plan**

- Support the Ghana Country Director to produce and update in-country institutional fund-raising plan, build knowledge of relevant national policies, strategic initiatives and specific funding opportunities linked to these
- Support to develop and maintain institutional relationships and broad organisational partnerships based on mutual interest or particular shared objectives with in-country offices of current and potential,
  - Institutional donors
  - Associate, network and consortium partners
- Contribute to design of new projects and development of funding proposals for new projects in Ghana
- Contribute to in- country fund-raising initiatives in collaboration with the Country Director of Ghana.
- **Co-ordinate and monitor implementation of all TREE AID project activities in Ghana**
- Work closely with team to establish the most efficient allocation of specific roles and responsibilities for all TREE AID projects in Ghana so that projects are delivered on time and on budget
- Responsible for efficient use of local resources and expertise within the operational zones of projects and to make good use of local resources and expertise shared with TREE AID Country Director to support the country programme
- Work in synergy with other TREE AID country programmes to achieve TREE AID's overall strategic objectives
- Establish an appropriate planning and monitoring framework to ensure the regular follow up, monitoring and assessment of the projects achievements in Ghana, reporting to your line manager (the Country Director) regularly.
- Coordinate lesson learning from monitoring and evaluation of the TREE AID programme in Ghana ensuring impact and sustainability are achieved and that best practice and policy insights are shared with the Country Director who may also share with Regional and UK management.

- Responsibilities as Technical Leader, managing directly all project activities in Ghana in consultation with your line manager (the Country Director).

**b) Monitor contractual and reporting relationships with local delivery partners-within the limits of TREE AID financial regulations**

- Ensure relationship building with Ghana implementing partners ensuring that partners are delivering and reporting to standards set within the TREE AID partnership agreements
- Work with finance and resources teams, project officers (if allowed) to ensure technical and financial information is up to date, partner grants are made, variances are identified and recommendations for action made and report to the Country Director.
- Assess capacity of any potential new project partners and make recommendations to the Country Director
- Ensuring there is shared learning with Ghana partner organisations
- Directing development of new partnership agreements /contracts and ongoing contact and support for current delivery partners in consultation with the Country Director.

**c) Support Manage projects finance**

- Ensure annual budget for each project forecast is developed and agreed with your line manager for managing projects implementation.
- Ensure management accounts are reviewed on a monthly basis and variances assessed and reported to your line manager.
- Ensure that all TREE AID financial regulations and procedures are adhered to accordingly
- Represent TREE AID at meetings upon consultation with your line manager.

**d) Support Manage projects team**

- Ensuring job plans and contracts of regular and short term employees are in place and regular reviews undertaken
- Ensure that technical staff / employees performances are managed and supported in delivering their job plans
- Review and appraise the technical staff half yearly and annually with recommendations for Country Director's actions.

**e) Supporting information and communication needs**

- Work with in-country fund raising team and the UK fund-raising and communications team to share information about programme specific projects and programme impact
- Support your line manager in sharing of Ghana programme information with West Africa hub.

## **JOB SPECIFICATION**

### ***a) Essential***

#### ***Education/Qualification***

- Minimum Master's degree in sciences/rural development studies, forestry, environment or agriculture economics, or other related discipline.
- Additional extensive training and experience in at least one of the areas of TREE AID thematic work: forestry economics, agroforestry, sustainable natural resources management, food security and nutrition, rural enterprises and entrepreneurship.

#### ***Relevant Work Experience and Skills***

- Progressive experience of programme management of at least 8 years including 5 years in the NGO sector in Ghana with a proven track record as a senior manager and leader, including experience in developing and implementing strategic plans.
- Proven experience in proposal development and inception
- Proven experience on monitoring and evaluation and projects follow up and support
- Proven experience as representative of an NGO and managing partner relationships
- Proven experience of working autonomously and remotely from support teams in start-up stage of programmes
- Good financial management skills
- Experience in liaising with government officials and a variety of donors
- A strong commitment to the vision, mission, objectives and values of Tree Aid
- High level of initiative, motivation, commitment and professionalism
- Well established and practiced organizational and planning skills; and extensive knowledge and experience of project cycle management including using project planning and management key tools (e.g. Logical Framework analysis, Monitoring and Evaluation plan, etc.).
- The ability and resilience to cope with multiple internal and external demands together with proven experience in managing change in complex environments
- Excellent verbal, analytical, organizational and written skills.
- Strong interpersonal and inter-cultural communication skills.
- Commitment to international and humanitarian NGO practices
- Demonstrated ability to undertake high-level representation and advocacy.
- Ability to handle a large workload, work smartly, independently and with limited supervision
- Computer Literate and Proficient in Microsoft Office including Microsoft Word, Excel, and Outlook, teams, PowerPoint, spreadsheet, etc.
- Ability to use any data analysis software with experience in RHOMIS, and other data capturing tools, data processing and storage.
- A valid driving and riding licences

#### ***Legal***

- Applicants must have full legal rights to live and work in Ghana, including the capacity to sign bank and other formal documents on behalf of TREE AID Ghana.

### ***b) Desirable***

- Expertise in rural enterprise development – value chains, credit, cooperative/farmer association development, etc.
- Developed ability of raising the profile of an organization, strategically networking with government agencies, donors and other international agencies, and using the media as appropriate.
- Knowledge of development context in West Africa countries
- knowledge and experience of working in other West African countries
- Familiarity with and commitment to a gender approach to development and participatory methodologies
- Working knowledge of French would be highly advantageous