



Tree Aid GHANA

JOB DESCRIPTION

JOB TITLE	Project Coordinator – Daka River Trees Restoration Project
ORGANISATION:	TREE AID Ghana
REPORTING TO	Country programme manager and Matrix manager – The country Director of TREE AID Ghana
KEY RELATIONSHIPS	The Country programme Manager, The country Director, Finance officers, and West Africa and UK teams (minimal relationship).
RESPONSIBLE FOR	Implementation, monitoring and reporting of the project in Ghana
PURPOSE	To ensure that project due processes are followed and project deliverables are achieved to time and budget.
LOCATION	Yendi, Gusheigu municipalities and Mion District of Northern Region
TYPE OF CONTRACT	One year contract with possible renewal of contract up to a total of 3 years depending on availability of funds.

The Daka River Trees Restoration project started in 2018 and this is the phase five of the project with Funding from Ecosia Company. The project focus on ecosystem restoration of the Daka riverine buffers through forest governance approaches for sustainable management and improve livelihood options for the riverine communities

Working within the framework of TREE AID Programme Strategy and operational plan, the Project Coordinator will be responsible for the tasks as follows:

MAIN TASKS

1 Guide and Support in the project implementation;

- 1.1 Coordinate the delivering of project activities that TREE AID will implement to time and budget
- 1.2 Provide technical, financial and project management advice, support to project field assistants and communities and other stakeholders where appropriate.
- 1.3 Ensure that stakeholders participate fully in the project delivering.
- 1.4 Coordinate the activities of trainings and ensure that trainings are delivered timely and according to project design.
- 1.5 Strongly facilitate community governance processes to achieve project sustainable results
- 1.6 Facilitate good representation and participation of women and the youth in the project delivery and ownership/access to resources.
- 1.7 Ensure that due processes are followed in financial transactions with value for money.
- 1.8 Maintain and coordinate a good relationship between project stakeholders

2. Monitoring and evaluation and reporting 40%

- 2.1 Coordinate the design and utilisation of M&E tools for the project implementation, monitoring and reporting.
- 2.1 Coordinate the activities of project set
- 2.2 Ensure that project reporting timelines are met and deliver quality project technical reports.
- 2.3 Lead in the project issues and risks management and reporting
- 2.4 Support the internal and external field visits to the project sites in consultation with your line manager.
- 2.5 Provide the relevant information for the updates of Tree Aid social media handles and other platforms

3. Support the development of TREE AID Ghana's wider programme

- 3.1 Support the identification and tracking of opportunities for new projects in Ghana.
- 3.2 Contribute to the identification and formulation of activities to enhance community resilience to climate variability through improved local adaptation knowledge in Ghana.
- 3.3 Lead or Support in coordinating stakeholders meetings, and share the work of Tree Aid in the drylands.
- 3.4 Support in fund raising, communication and advocacy initiatives to staff in Ghana, West Africa and UK as appropriate.
- 3.5 Where appropriate, represent TREE AID Ghana at meetings and workshops relevant to TREE AID's work as agreed with your line manager.

4. Support in Financial management of the project

- 4.1 Ensure that technical and financial reports are up to date
- 4.2 At the level, ensure value for money on the project
- 4.3 Lead in coordinating timely submission of field financial statements to the financial officer
- 4.4 Ensure that Tree Aid safeguarding and compliance protocols are adhered to by all project team members.
- 4.5 Ensure prudent projects assets handling, judicious use and management.

5. Other

- 5.1 Be prepared to undertake visits to all of TREE AID focus countries when required
- 5.2 Carry out any other tasks assigned to you by your line and matrix managers..

KEY SUCCESS FACTORS FOR THIS POST

- Contribute to raising the profile of TREE AID's Daka river Trees Restoration project with external audiences and donors.
- Achieving agreed job targets.
- Timely provision of projects technical and financial reports and other information required
- Evidence of effective monitoring & evaluation systems development and adherence and consistency between these and TREE AID Monitoring & Evaluation systems.
- Good communication and relations with all staff in Ghana, the UK and West Africa as well as other stakeholders.

Qualification and experience required for the job position

- Graduate in relevant subject (natural resource management, Integrated Development studies, Agronomy, Environment etc). Master degree in the relevant field will be an added advantage.

- Must have at least five (5) years working experience in a similar role.
- Must have demonstrated leadership skills/ability to work in a team and influence others positively.
- Must share the vision and the values of TREE AID.
- Must have experience in sustainable integrated food systems in Ghana.
- Ability to work with a wide range of stakeholders.
- Excellent verbal communication and written skills.
- Ability to balance a number of conflicting demands (multi – task).
- Must be computer literate – good in excel, word and power point
- Must be confident, smart working, able to work under pressure, and time conscious.
- Ability to work independently, self-initiative and with good team work and rapport
- Ability to meet deadlines and achieve targets including extensive travel in the field.
- Must be bold, ambitious, professional, transparent, ready to learn and accountable
- Must have working knowledge in one of the languages spoken in northern region, Ghana.
- Ability to speak French is an added advantage.
- Riding and or driving licenses is an added advantage.