

VACANCY ANNOUNCEMENT

Position: Field Officer
Location: Tamale, Ghana
Date of Issue: 11th December 2023
Closing Date: 10th January 2024

Since her establishment in 1929, CCG has had a strong interest in social issues, engaging in both advocacy and research projects to promote social development. CCG serves as the voice of the voiceless in society and works with a large number of vulnerable, displaced, and disadvantaged persons in Ghana. For effectiveness in carrying out its mission, CCG collaborates with a number of national and international partners in response to identified issues.

The project, *“Mending the Broken Nets – Save the Child”* is a community-based initiative which seeks to use a rights based approach, empowering rights holders to engage duty bearers in the selected communities

Objectives of the Project

1. Promote community empowerment for sustainable action towards the elimination/ reduction of worse forms of child Labour in four endemic districts in Ghana
2. To reinforce public awareness and strengthen advocacy for improved policy programming and implementation of child development interventions in Ghana.
3. To provide financial support to selected vulnerable children and mothers in the selected districts within the intervention period.

Job Summary

The field officer will assist the Programmes Coordinator at CCG. S/He will be in charge of the implementation of the project activities in the northern part of the country with support from the NSO Manager. S/He will be in charge of planning for meetings and programmes in the North and also keeping good records of project documents. Reports on activities will be prepared and disseminated. Ensure that administrative and monitoring activities of the project done.

Job Responsibilities

- Assist LAG in the community in conducting sensitization on child labour.
- Keep track of and monitor project schedules, budgets, work hours, and expenses.

- Produce quarterly methodical plans for tasks that have important deadlines, deliverables, and milestones in accordance with the project's activities.
- Prepare pertinent narrative reporting for the project in compliance with pertinent templates, standards, and deadlines, and monitor budget management in conjunction with the accountant.
- Ensure that the activities carried out satisfy the project's strategic objectives and are in line with the indicators, MoVs, and KPIs.
- Ascertain that the documentation for every activity is kept up to date.
- Join meetings and meet with other teams on regular basis for updates, follow up on development and progress of the activities.
- Work in close coordination with the other project members and provide them with feedback necessary for the implementation of the project.
- Monitor the activities of LAG in the communities in the NR.

Qualifications and Required Skills.

- Bachelor's degree in Social Sciences or any related field.
- Proficiency in Microsoft office suite programmes
- Outstanding written and verbal communication skills
- Excellent time management and ability to multitask
- Ability to work in teams
- Must be a Christian and an Indigene.
- Strong interpersonal and leadership skills, as well as the ability to communicate with people from various socio-cultural and gender backgrounds.
- Knowledge of human rights and humanitarian work
- Prior studies or work with vulnerable populations or in a related field Work, development work or related fields would be advantageous.

How to Apply

- All interested applicants must send a CV with all relevant certificates to jsteiner@christiancouncilofghana.org and copy vacquah@christiancouncilofghana.org
- A cover letter outlining briefly the candidate's motivation and suitability for the position.
- Ensure that the subject of the email is: Application for Field Officer Position – Tamale

Closing date is Wednesday, January 10th 2024

NB: Only qualified applicants who meet the requirements for this position will be contacted.

Yours sincerely,

REV. DR. CYRIL G.K. FAYOSE
GENERAL SECRETARY