

## VACANCY ANNOUNCEMENT

### **Mission**

The mission of the Christian Council of Ghana (CCG) is to strengthen the capacity of our members to contribute to achieving Justice, Unity, Reconciliation and Integrity of Creation among various sectors of Ghanaian society and provide a forum for joint action on issues of common interest.

### **Introduction**

Established in 1929, CCG has over the years been very involved in social issues both through research and advocacy programmes to promote national development. CCG is the voice of the voiceless in the society and work with many marginalized, displaced and vulnerable population in Ghana be serving the needs of these persons. To achieve its mandate CCG works with various partners both locally and international. As part of its humanitarian mandate, CCG is in partnership with the United Nations High Commissioner for Refugees (UNHCR) in providing assistance to Refugees in Ghana.

The DAFI project is an educational programme for refugees. The programme supports brilliant refugees to access tertiary education

The Christian Council of Ghana (CCG), is seeking a **PROJECT OFFICER** to serve within the Programmes and Advocacy department, to support the management of the tertiary education scholarship for refugees. This position is based in Accra, with frequent travels to other regions in Ghana.

### **Key Responsibilities**

#### **Assist Project Manager to**

- Implement the DAFI Project that Council manages in partnership with UNHCR
- Work with tertiary institutions, government partners and other stakeholders to provide higher education support for refugees.
- Facilitate selection and enrolment of new students
- Provide mentoring and counselling support to beneficiaries of the project
- Thoroughly document and monitor service provision to and progress of beneficiaries within electronic database, and other reports as required.
- Effectively compile, record and analyse students' results
- Compile and ensure timely submission of periodic reports

- Carry out additional assignments as required by the Director of Programmes and Advocacy.

### **Qualification, Skills and Experience**

- Minimum of first degree in any of the Social Sciences or Education.
- Minimum of three years relevant experience in working with vulnerable groups, research, management of education project, providing psychosocial services required.
- Excellent interpersonal skills, partners and client groups receiving services.
- Experience in building collaborative partnerships with other social service providers.
- Computer literacy with proficiency in MS Word, Outlook, Excel etc and strong data collection and analysis competency required.
- Excellent knowledge of written and spoken English.
- Working knowledge in French is an added advantage.

### **Critical Qualities**

- Strong result-orientation.
- Passionate commitment to Council's mission and values.
- Mature Christian faith.
- Demonstrate knowledge and a strong commitment to protection of refugees and other vulnerable groups.
- Professional in demeanour, appearance, writing and oral communication.
- Works well under stress with a sustained positive attitude.
- High level of honesty and integrity.
- Intelligent, creative and proactive problem solver.
- Strong value of teamwork and collaboration

### **Mode of Application**

Interested and Qualified persons should send their CVs and Cover letters to [jsteiner@christiancouncilofghana.org](mailto:jsteiner@christiancouncilofghana.org) with copy to [vacquah@christiancouncilofghana.org](mailto:vacquah@christiancouncilofghana.org) on or before **Monday 8<sup>th</sup> March 2021**

Please note that only shortlisted applicants would be contacted.