



Vacancy Announcement

Position:	Project Officer
Job Location:	Bolgatanga, Upper East Region
Contract Duration:	16 months
Submission Deadline:	Friday 16 th August 2019.

1.1 Job Purpose:

The Youth Harvest Foundation Ghana was founded in 2002 with a focus on advancing the course of young generations and to empower them to unearth their potentials and contribute meaningfully to society. As part of our vision to enable self-reliant and self-sufficient youth living in a more equal, healthy and prosperous society, we are seeking a dynamic, goal-oriented and team player for the role of a **Project Officer**.

The Project Officer shall oversee the implementation of Safe Protective Environment for Adolescent Development (SPREAD) project in six districts of the Upper East Region.

1.2 Primary Duties and Responsibilities:

The Project Officer will perform a wide range of duties including the following:

General Roles

- Provide monitoring oversight to all the project components and consistently work to ensure adequate community involvement in the project
- Establish close relations with donors and partners and prepare adequately for external project visits
- Monitor, organize, attend and participate in stakeholder meetings and community engagements
- Document and follow up on important actions and decisions from meetings for relevant stakeholders
- Prepare necessary presentation materials for workshops and trainings.
- Ensuring (together with Programme Manager) that project deadlines are met
- Compile reports and document all relevant activities and indices of the project and make relevant suggestions for amendments where necessary
- Performing any other duties assigned by the Executive Director or Programme Manager
- Submit district specific reports regularly to the Programme Manager
- Perform any other duties assigned by the Executive Director or Programme Manager

1.3 Qualifications:

a. Education

A good first degree in Public Health, Nursing or related fields is preferred (Master's degree is an advantage).

b. Knowledge, skills and abilities

- Knowledge of Project Management or Public Health competencies
- Ability to ride motor bike
- Proficiency in the use of computers for: Word processing, Simple accounting, Databases, Spreadsheets, E-mail, Internet

1.4 Personal characteristics:

The Project Officer should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.

- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- **Focus on youth Needs:** Anticipate, understand, and respond to the needs of internal and external young people to meet or exceed their expectations within the organizational parameters.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans and evaluate the process and results.

1.5 Experience:

- A minimum of 3 years' experience in related fields
- Experience managing health or youth related projects is an added advantage
- Familiarity with community/Language terrains of the UER is a plus

1.6 Working Conditions:

The Project Officer will usually work in an office environment, but the mission of the organization may sometimes take the person to non-standard workplaces. The person will work a standard work week but may be required to work in the evenings and weekends to monitor project activities or meet funders' deadlines where necessary.

1.7 Salary:

Very competitive

Equal Opportunity:

The Youth Harvest Foundation Ghana is an equal opportunity employer and will not discriminate against any applicant on the basis of disability, sex, religion, tribe or any classification protected by the republic of Ghana. However, since we are a youth organization, applicants below age 35 years are preferable.

How to apply:

Submit your application letter, CV and relevant documents addressed to:

The Executive Director
Youth Harvest Foundation Ghana
P.O. Box 656, Bolgatanga

Applications in sealed envelopes can be submitted directly to the YHFG Office, at Yikene 300 meters behind Tietar Restaurant. Please use first junction after (or before) the washing bay.

Applications in soft copies can be submitted via email: board@yhfg.org. The deadline for the submission of applications is **Friday 16th August 2019**. *However, YHFG shall assess applications on a rolling bases and may conclude shortlist before this deadline.* For further information, please call **0504777787** or **0382095924**.