



**YOUTH HARVEST FOUNDATION GHANA**  
**BOLGATANGA, UPPER EAST REGION**

## **JOB VACANCY**

**Position:** Project Officer

**Background:**

The Youth Harvest Foundation Ghana was founded in 2002 with a focus on advancing the course of young generations 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 be responsible for the implementation of the Shifting Gender Norms for Improved Maternal and Adolescent Health (SIMAH) project in the Upper East and North East regions. The implementation research project will adopt Gender Transformative Approaches (GTA) on the delivery of youth-friendly health services at 15 health facilities.

**Primary Duties and Responsibilities:**

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

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

**Qualifications:**

- A Bachelor's degree in Public Health, Population Studies, Social Science, Development Studies or related fields is required. (Master's degree is preferable).
- A minimum of three (3) years working experience with an NGO or Research/Academic Institution.
- Familiarity and/or experience with developing research protocols, tools and data collection
- Familiarity with community terrains of the Upper East and North East regions (Talensi, Bawku West and West Mamprusi) is a plus.

**Knowledge, skills and abilities**

- Knowledge of Project Management or Public Health competencies
- Ability to ride a motor bike (YHFG staff are required to hold riding license to be eligible as Project Officers)
- Fluency in, at least, Gruni, Kusaal or Mampruli (experience working in these areas is a plus).
- Proficiency in the use of MS Word, MS Excel, MS PowerPoint. Applicants with background in research software such as Kobo/ODK Collect, STATA, SPSS, NVIVO are preferred.

### **Personal characteristics:**

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

- I. **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.
- II. **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- III. **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- IV. **Creativity/Innovation:** Develop new and unique ways to improve operations of the organization and to create new opportunities.
- V. **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.
- VI. **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- VII. **Organize:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- VIII. **Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

### **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 where necessary.

**Salary:** Competitive

### **Equal Opportunity:**

The Youth Harvest Foundation Ghana is an equal opportunity employer and will not discriminate against any applicant on disability, sex, religion, ethnicity or any classification protected by the republic of Ghana. Young people (below age 35) are encouraged to apply.

### **How to apply:**

Submit your application letter and CV (in one pdf document) addressed to:

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

All applications in soft copies can be submitted via email to [careers@yhfg.org](mailto:careers@yhfg.org). The deadline for the submission of applications is **Thursday 30<sup>th</sup> June 2022**. *YHFG shall, however, assess applications on a rolling bases and may conclude shortlist before this deadline*. For further enquiries, please call Awini on **0382095924** (9:00am to 4:00pm working days only).

Only shortlisted candidates will be contacted.