act:onaid Job Description and Person Specification

Job Title:	*Project Officer-* Strengthening Community Resilience through Community Action Plans (CAPs) in the Upper West and Savanna Regions.
Directorate:	Programmes, Campaigns and Innovation	**Salary Level**	SM 2
Reports directly to:	Regional Programme Manager/Project Coordinator		
Location:	Wa-Upper West Region		
Duration:	10 months		

Job Purpose: (State major reason for the position)	This role will provide technical support for the direct implementation of the activities of the Strengthening Community Resilience through Community Action Plans (CAPs) project across the implementing districts and communities in the Upper West and Savanna regions of Ghana. The role will also work with selected Project Consultants at the regional level to ensure effective project implementation, reporting, stakeholder participation and monitoring to achieve stated project results.

Accountabilities

Key Responsibilities: (List the major responsibilities the job holder is expected to perform)	**Key Activities**
Project Implementation	• Field Coordination and Oversight: Supervise and coordinate the construction of dams, boreholes, and irrigation systems in conjunction with external Consultants to ensure timely and quality delivery of water resource management activities. • Community Mobilization: Sensitise and mobilize community members to actively participate in project activities, including forest restoration and soil management efforts. • Training and Capacity Building: Organize and facilitate training programs on water conservation, reforestation techniques, and sustainable soil management practices. • Monitoring and Reporting: Conduct regular field visits to monitor

	project progress, collect data, and prepare detailed reports for stakeholders.
	• Collaboration with Stakeholders: Build and maintain strong relationships with local government authorities, environmental agencies, NGOs, and community leaders to ensure successful project implementation.
	• Environmental Impact Assessment: Ensure that all project activities, including construction and restoration, adhere to environmental guidelines and promote sustainability.
	• Problem-Solving and Conflict Management: Address and resolve on-site issues, conflicts, or challenges that may arise during project implementation.
	• Promotion of Best Practices: Advocate for sustainable water usage, forest restoration, and soil enhancement practices within the target communities.
	• Resource Management and Allocation: Oversee the distribution and management of resources such as materials for dam construction, tree planting, and soil amendment.
	• Documentation of Success Stories and Lessons Learned: Capture and share success stories, challenges, and lessons learned to inform future projects and demonstrate impact to stakeholders.
Resource management	• Liaise with the finance unit to implement cost effective strategies and systems to ensure optimum efficiency and effectiveness, in full compliance with value for money principles, ActionAid's Financial Policy and Procedures Manual and the donor's financial guidelines.
Fundraising	• Identify emerging issues from project implementation and alert the supervisor for packaging into concept notes for possible partnership funding. • Support to develop documentation highlighting the challenges and lessons learnt from the project and disseminate widely to position AAG as a learning organisation.
Safeguarding/ Child Protection responsibilities	• Be abreast with ActionAid's safeguarding policies, including our child protection policy and ensure full compliance with its provisions. • Educate community members, staff and partners on safeguarding polices and other relevant regulatory frameworks of ActionAid Ghana.

Typical People Management Responsibility	
Approximate number of people managed in total	*n/a*
Approximate number of people matrix managed: (projects/dotted line)	n/a
Team Leader (Yes/No)	*no*
Grandfather- manager of Team Leaders (Yes/No)	*Head of Programmes, Campaigns & Innovations*
Relationships/Assets maintained	
Internal Relations (Describe level and nature of contacts with AAG)	*All staff*
External Relations (Describe level and nature of contacts outside AAG)	*MDAs, CSOs, Public Institutions, Traditional Rulers etc*
Responsibility for Assets (Describe types of assets directly handled or supervised)	
COMPETENCIES:	
EDUCATIONAL QUALIFICATIO N (State minimum entry educational/profe ssional qualification required by the position).	A bachelor's degree in social sciences/ development studies or relevant field with 3 years' relevant work experience. Additional degree may be an added advantage
TECHNICAL (State core job knowledge/skills required for successful execution of the job)	• Knowledge of Human Rights Based Approach to project implementation • Knowledge and experience in project implementation, especially relating to infrastructure and construction projects. • Skills in advocacy and campaign initiatives. • Knowledge of gender issues and power dynamics • Knowledge in effective training approaches, community mobilisation and facilitation processes • Skills in writing quality reports and case studies. • Knowledge of M&E principles • Knowledge of Micro-Soft Office applications and social media
PERSONALITY (State core	• Tact • Emotionality

personal attributes required for successful execution of the job)	- Reliability - Change agent - Listening - Communication - Team player - Quality of output

Competency Profile	
Competency	**What it looks like**
Tact	Ability to handle conflict, confrontation, disagreement and delicate inter-personal situations in such a manner as to solve the problem and sustain positive relationships
Emotionality	Ability to control anger, frustration, tension and nervousness, especially in conflict situations
Reliability	Ability to keep to time and other commitments, deliver on commitments to others
Change agent	Ability to challenge the status quo, promote and endorse change through words and action
Listening	Ability to listen to the views and ideas of other people, especially those contrary to our own, without undue defensiveness
Communication	Ability to write or speak in a manner that communicates the intended message without hurting other people
Team player	Ability to work effectively in a team, and complement efforts of others for high productivity
Quality of output	Consistent high-quality work; virtually error proof and within defined targets