



Job title:	COUNTRY COORDINATOR (CC)
Reporting to:	West Africa Regional Director (Based in Ouagadougou, Burkina Faso)
Programme:	Ghana
Location:	Tamale
Conditions of contract:	Two years, renewal subject to performance and availability of funding

Job Title: **COUNTRY COORDINATOR (CC)**
Reporting to: WEST AFRICA REGIONAL DIRECTOR, SELF HELP AFRICA
Location: Tamale, Ghana with regular visits to all projects location in Northern Ghana and occasional visits to other countries covered by SHA West Africa

1. Background

Self Help Africa (SHA) is an International NGO which supports rural development projects in Africa to reduce poverty among rural communities through local demand-driven initiatives in agriculture. Our goal is to support smallholder farmers to improve their livelihoods in a viable and sustainable way. SHA works with rural communities to bring sustainable solutions to the causes of hunger and poverty and enables local people to tackle challenges in ways which are practical, cost effective, and sustainable. Self Help Africa works in nine African countries.

SHA has been present in West Africa since 2007 working in Burkina Faso, Northern Ghana and Northern Togo and, since 2012, in Benin through local partners at grassroots level, bringing simple and effective innovations to farming, managing natural resources and working with the community to improve livelihoods. In that time, we have built strong partnerships with local farmer associations, institutes and local government agencies.

Purpose

To develop, implement and coordinate the West Africa programme's activities in Ghana

Scope of the position

The Country Coordinator (CC) is responsible for the overall management and development of SHA's programme in Ghana and for ensuring that Self Help Africa's work contributes effectively and efficiently towards meeting the needs of smallholder farmers and the goals of the organisation.

The CC will have the key responsibility to take forward, strengthen and develop programme links with donors and local partners and to strengthen our position and programmes in Ghana. He/She will report directly to the West Africa Regional Director of the Self Help Africa West Africa Programme.

2. Roles and Responsibilities

Programme Expansion and Management in Ghana

The CC in close collaboration with the West Africa Regional Director and Head of Programmes will put in practice the strategic vision of the West Africa programme in Ghana, ensuring partner and other stakeholder support for the strategy, and effective operationalization of this strategy.

Specifically, this includes:

- Developing networks and partnerships with national, regional and international institutions based in Ghana;
- Keeping up-to-date in terms of relevant socio-economic, food security, livelihood and rural economic developments and trends within the development sector and donors to inform how these will impact on programme direction and effectiveness;
- Developing relations with key donors in-country and expanding the funding base of the Ghana Programme by actively seeking and developing new opportunities for business development in Ghana;
- Providing inputs for the on-going review and development of the country action plan in line with the overall regional strategy, and of individual project objectives;
- Ensuring that all projects are effectively monitored and evaluated, are on target, are appropriate, necessary, cost effective, sustainable and in keeping with SHA's philosophy and strategy;
- Follow up implementation of evaluation findings in close collaboration with the Head of Programmes;
- Working closely with the Head of Programmes to ensure best practice in all aspects of project cycle management from identification, planning, implementation, monitoring and evaluation;
- Ensuring positive working relationships with all partners and stakeholders (government ministries, communities, NGOs, etc.);
- Providing technical advice and support to partner teams;
- Working with our partner organisations to drive forward and develop national and sometimes regional activities for Policy, Research and Advocacy to further the interests of smallholder farmers in Ghana;
- Encouraging the development of appropriate research with a view to improving the quality of field work and influencing policy changes;
- Ensure partnership agreements and MOUs are properly prepared, monitored and implemented throughout their timeframe;
- Contribute to annual planning and budgeting as per the West Africa Strategic plan;
- Promote mainstreaming of gender and social inclusion;
- Contribute to the production of timely quality reports in line with SHA and other donor requirements;
- Keep up to date with changes in the donor funding environment at the national, regional and international level.
- Building and maintaining effective relationships with a range of partners from research organisations, agricultural colleges, universities, other NGOs and donors;
- Creating opportunities to promote and disseminate lessons learned within SHA programmes to a wider audience (farmers, local government, research institutions, other NGOs, etc);
- Creating opportunities for Media and PR coverage for the work of SHA;
- Represent SHA in strategic meetings, conferences, forums and other public events and contribute towards consolidating and raising the profile of SHA in Ghana;
- Develop and strengthen relationships with local organisations and networks and establish national and regional strategic relations and alliances with partners and civil society working in common cause with SHA objectives.

Financial and Resource Management

In close collaboration with the West Africa region Head of Finance and the Head of Programmes

- Ensure effective implementation and compliance with the overall finance, logistic & procurement manuals, anti-corruption policy and compliance with procedures required by grant or contract agreements;
- Oversee the development and implementation/monitoring of annual country budgets;
- Ensure that adequate internal control mechanisms are in place;
- Provide support to annual and project-specific audit processes within the Ghana component of the WA Programme;
- Be aware of all donor compliance issues for all projects implemented in Ghana and ensure partner adherence;
- Ensure the preparation, accuracy and timely submission of financial reports by Ghanaian partners that comply with grant or contract agreements and ensure compliance with all aspects of SHA policies and donor funding;
- Ensure the responsible and efficient management of assets and financial resources.

Other

- You will be expected to undertake any other reasonable duties as assigned at the discretion of your line manager.

3. Required Skills and Competences

In order to succeed in this role, the successful candidate is expected to have:

Education /Qualification

- Minimum Master's degree in social sciences/rural development studies, agriculture or agricultural economics, strategic/programme management, management studies or other related discipline.
- Additional extensive training and experience in at least one of the areas of SHA thematic work: Food security, sustainable agriculture, nutrition, agro-enterprises.

Relevant Work Experience

- Progressive experience of programme management (at least 5 years) in the NGO sector in Ghana with a proven track record as a senior manager and leader, including experience in developing and implementing strategic plans.
- Proven experience in proposal development from concept note to full proposal and experience in other innovative strategies of resource mobilisation with a proven record in raising substantial research/development funds.
- Knowledge and evidence of experience managing compliance to diverse strategic donors (USAID, DFID, EU, etc.)
- Proven experience as representative of an NGO and managing partner relationships
- Proven experience of working autonomously and remotely from support teams in start-up stage of programmes
- Strong financial management skills
- Familiarity with and commitment to a gender approach to development and participatory methodologies
- Experience in liaising with government officials and a variety of donors

Key Skills /Knowledge/Competencies

Essential

- A strong commitment to the aims, objectives and values of Self Help Africa
- High level of initiative, motivation, commitment and professionalism
- Well established and practiced organizational and planning skills; extensive knowledge and experience of project cycle management including using project planning and management key tools (e.g. Logical Framework analysis, Gantt chart, etc.).
- The ability and resilience to cope with multiple internal and external demands together with proven experience in managing change in complex environments
- Excellent verbal, analytical, organizational and written skills.
- Strong interpersonal and inter-cultural communication skills. This should include the ability to instil trust and confidence in partner organisations and colleagues from a variety of backgrounds
- Commitment to international and humanitarian NGO codes, standards and practices
- Be able to be adaptable and capable of working in a multicultural environment
- Demonstrated ability to undertake high-level representation and advocacy.
- Ability to handle a large workload, work under pressure, independently and with limited supervision
- Computer literate and proficient in Microsoft Office including Microsoft Word, Excel, and Outlook
- Excellent spoken and written English skills.
- A valid driving licence

Desirable

- Expertise in rural enterprise development – value chains, credit, cooperative/farmer association development, etc.
- Developed ability of raising the profile of an organization, strategically networking with government agencies, donors and other international agencies, and using the media as appropriate.
- A knowledge and experience of working in other West African countries
- Working knowledge of French would be highly advantageous

4. Key relationships

Supervision & Collaboration

The CC is under direct supervision of the West Africa Regional Director, based in Ouagadougou.

Accountability

- Supervision: Works independently under the supervision of the West Africa Regional Director but has some accountabilities to the Head of Programmes and Head of Finance and Administration
- Development and within approved strategy and policy guidelines
- Responsibility over assets: Overall responsibility for the Country budget, organizational resources and assets.

Relationships with others

S/he will work in collaboration with West Africa Programme and head office staff in various departments:

- West Africa Regional Director
- Head of Finance and Administration and (West Africa) and Accountant (Ghana)
- Project Manager (Ghana)
- Government Ministries and Local Government Authorities (Ghana)
- Partner and Community Representatives (Ghana)
- Technical and Programme staff of Self Help Africa (West Africa and HQ)
- Other senior staff of SHA HQ
- Donors/Supporters, etc
- National and International NGOs and other stakeholders in Ghana

5. Area of Responsibility

- Ghana

6. Obligations

It is expected that you will:

- Carry out these accountabilities within the operating and process frameworks that apply to the whole organisation;
- Work together with all your key stakeholders - line and functional - to ensure organisational objectives, mission and vision are met;
- Exemplify highest standards of integrity, purpose & values;
- Be in a position to travel extensively;
- Be a Ghanaian or other ECOWAS country national or have legal right to work in in Ghana;
- Be readily available;

Self Help Africa is an equal opportunities employer.