



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 people 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, results-oriented and team player for the role of a **Project Officer**.

The Project Officer shall be responsible for the implementation of the Adolescent Sexual Health Education and Advocacy Project in the Upper East region. The project seeks to empower adolescents to advocate for and claim their Sexual and Reproductive Health.

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. Conduct training of Health Workers and ambassadors on delivering sexual and reproductive health lessons to adolescent club members
- III. Undertake regular community visits and provide ready support to community Ambassadors to realize the objectives of the project
- IV. Establish close relations with stakeholders and partners and prepare adequately for external project visits
- V. Monitor, organize, attend, and participate in stakeholder meetings and community engagements
- VI. Document and follow up on important actions and decisions from meetings for relevant stakeholders
- VII. Prepare necessary presentation materials for workshops and training
- VIII. Ensure that project timelines are met and compile technical reports and relevant documents.
- IX. Identify risks associated with project implementation make relevant suggestions to mitigate the risks.
- X. Develop research proposals, oversee data collection, and participate in the analysis of quantitative and qualitative data using software such as NVIVO/CITAVI, SPSS/STATA, ODK, REDCap etc
- XI. Performing any other duties assigned by the Executive Director or Programme Manager

Qualifications:

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

Knowledge, skills and abilities

- Knowledge of Project Management or Public Health competencies
- Ability to ride a motorbike (YHFG staff are required to hold a riding license to be eligible as Project Officers).
- Fluency in, at least, Gurune, Kusaal or Kassem (experience working in these areas is a plus).
- Proficiency in the use of MS Word, MS Excel, MS PowerPoint. Applicants with a 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 their own behaviour and that of others align 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 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 work schedules, monitor progress towards project goals, and track details, data, information, and activities.
- VIII. **Plan:** Determine strategies to move the organization forward, set goals, create, and implement action plans, and evaluate the process and results.

Working Conditions:

The Project Officer will work in an office environment but most of the time will be on the field. The person will work a standard work week but may be required to work in the evenings and weekends where necessary.

Salary: Competitive (applicants should expect a net pay around GH¢3,300.00)

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 Labour Act (Act 651) of the Republic of Ghana. Young people (below age 35) are highly encouraged to apply.

How to apply:

Interested applicants should submit hard copies of their 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. The deadline for the submission of applications is **27th January 2023**. *YHFG shall, however, assess applications on rolling*

bases and may conclude the shortlist before this deadline. For further enquiries, please call Michael on **0382095924** (9:00 am to 4:00 pm working days only).

Only shortlisted candidates will be contacted.