



## JOB VACANCY

### **THE COALITION OF DOMESTIC ELECTION OBSERVERS (CODEO)**

#### *Organizational Profile*

The Coalition of Domestic Elections Observers (CODEO) was formed in 2000 to mobilize citizen's participation in public elections in Ghana. Since its formation, CODEO has observed all elections, including general elections, local government elections, special elections such as by-elections, run-offs, and referenda.

Under the auspices of CODEO, CDD-Ghana, as the secretariat is implementing a civic education program to support public participation in the up-coming local government elections and the referendum on local government elections scheduled by the Electoral Commission of Ghana to take place on December 17, 2019.

The Civic/Voter/Peace Education Coordinator will support implementation of an elaborate civic education program aimed at enhancing public awareness and participation in the electoral process.

#### **Civic /Voter/Peace Education Coordinator – Short Term Contract (3 months: mid-October 2019 to mid-January 2020)**

##### *Duties*

- Lead in the design and implementation of civic/voter/peace education activities for the 2019 referendum and local government elections
- Implement civic/voter/peace education programs and activities for the Referendum and Local Government elections
- Support the development of training manuals for civic/voter/peace education purposes
- Support field training of civic/voter/peace education officers
- Provide support to the CODEO's secretariat on elections related issues and civic/peace education activities
- Coordinate and monitor field activities of district civic/voter/peace education officers
- Write reports, monitor and track civic/voter/peace education field officers and their activities
- Any other duties that may be assigned from time to time, related to civic/voter/peace education

##### *Expected Qualifications*

- A Master's degree in Adult Education or Social Sciences (Sociology, Political Science, Development Studies, etc.)
- A minimum of 3 years' experience in public administration

### *Core Competencies*

- Knowledge in democracy and good governance
- Knowledge and awareness of elections and electoral processes
- Good communication skills
- Ability to travel for field activities
- Ability to meet deadlines
- Project management skills

### *Mode of Application*

Interested applicants should please send their application letters, current CVs with references and contact information (telephone and or e-mail address) to

E-mail: [info@codeoghana.org](mailto:info@codeoghana.org) OR hand deliver to:

The CODEO Secretariat

The Ghana Center for Democratic Development (CDD-Ghana)

No. 95 Nortei Ababio Loop North Airport Residential Area Accra

P O. Box LG 404 Legon Ghana

Tel 233-0302 776142/784293-4

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED  
CLOSING DATE FOR THE RECEIPT OF APPLICATIONS: **October 11, 2019**