## JOB DESCRIPTION
### Diversity and Inclusion Officer

<table>
<thead>
<tr>
<th>Role</th>
<th>Diversity and Inclusion Officer (DIO)</th>
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<tbody>
<tr>
<td>Responsible for</td>
<td>Ensuring inclusion in WADEMOS programs and activities as well as with WADEMOS Partners. The DIO also provides technical expertise in diversity and inclusion (DI) and capacity building in DI across the WADEMOS network.</td>
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<tr>
<td>Location</td>
<td>Accra</td>
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<td>Reports to</td>
<td>Network Coordinator</td>
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<tr>
<td>Direct Working Relationship</td>
<td>Project Coordinators, M&amp;E Officer, Communication &amp; Digital Platforms Officer, Grant Officer, Research Assistant, and Project Assistant</td>
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<tr>
<td>Duration</td>
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**Organizational Overview**

**West Africa Democracy Solidarity Network “WADEMOS”**

WADEMOS is a transnational West Africa democracy solidarity network established by the Ghana Center for Democratic Development (CDD-Ghana) as one of the Center’s regional projects to mobilize, coordinate, and leverage the collective power of pro-democracy actors, resources, and opportunities within the region, including engagements with regional bodies and instruments, to push back democratic erosion and advance, defend, and reinvigorate democratic norms and reforms in the Sub-region. It aims to build and sustain solidarity with civil society, media, social movements including women and youth-led activists and organizations to promote freedoms and civil liberties, rule of law and constitutionalism, gender, peace, and security, and respond effectively to the urgent problem of democratic backsliding in the ECOWAS region. The WADEMOS secretariat also known as the Project Management Unit (PMU) is located at CDD-Ghana’s office in Accra, Ghana.

**Role Overview**

The Diversity and Inclusion Officer catalyze best practices and resources across the network to promote a culture of inclusion where individuals from all racial and ethnic identities, ages, nationalities, social and economic status, sexual orientation, gender identity/expression, religious, political, and ideological perspectives, and physical and mental abilities can thrive and be engaged. The Diversity and Inclusion Officer will assist the Network Coordinator to provide strategic and programmatic leadership and mainstreaming of diversity and inclusion initiatives that advance diversity as a critical component of WADEMOS.
**Essential duties**

**A. Leadership, strategic planning, and management**

- Assist Network Coordinator to provide vision and leadership that makes WADEMOS inclusive and diversity-sensitive/compliant.
- Work closely with network members and stakeholders, diversity point people and institutions, and the WADEMOS community to shape and implement investments, plans, and strategies aligned with institutional goals to create a diverse and inclusive environment for all in the Sub-region.
- Assists the Network Coordinator in facilitating and coordinating WADEMOS strategic planning and prioritization in the areas of diversity and inclusion; conducting periodic climate surveys; and working collaboratively to develop and implement strategies and initiatives that advance a climate of diversity and inclusion that supports the WADEMOS mission.
- Collaborate with network members and stakeholders to integrate best practices into institutional employment and workplace practices, including business practices and programming.
- Engage appropriate stakeholders, develop, implements, operationalize, and measure WADEMOS strategic diversity and inclusion plan, vision, and related goals.

**B. Education, Communication, and Outreach**

- Coordinate a wide variety of diverse programming within WADEMOS and its network addressing all dimensions of diversity and inclusion.
- Work with the Communication and Digital Officer to plan public events about diversity and inclusion.
- Propose and/or develop institutional programming related to diversity and inclusion, including employee developmental programs in areas such as cultural competencies and cultivating and retaining future leaders from diverse backgrounds.
- Deploy and measures initiatives aimed at the promotion of diversity and cultural competence in the network.
- Facilitate group discussions and town hall meetings in response to regional, continental and global events related to diversity and inclusion.
- Liaise with the Communication and Digital Officer to establish effective modes of communication about ongoing diversity and inclusion within WADEMOS.
- Create and implement communications strategies and content management for training, web resources, social media, and print materials to support diversity inclusion and related initiatives.
- Serves as the spokesperson for WADEMOS on matters related to diversity and inclusion.
- Form and cultivate strategic partnerships with individuals and organizations outside the network to help further its diversity agenda.

**Qualifications and requirements**

**Minimum Requirements**

- Bachelor’s degree and preferably post-graduate studies or degree in international relations, gender studies, psychology, law, social work, sociology, development studies, or related field.
- A minimum of 5 years of progressively responsible professional experience and demonstrated track record of having undertaken and led substantive programming and research on diversity and inclusion programming.
- Strong substantive, technical, programmatic, and research skills in diversity and inclusion.
• Ability to communicate and inspire others
• Ability to influence, network, and collaborate with government, NGOs, donors, and other stakeholders (both mainstream and diversity and inclusion specific)

Technical/Functional Competencies
• Strong management skills:
  o Ability to handle multiple “priority” projects simultaneously, set and meet deadlines, ensure that partners do the same
  o Ability to manage own work with little supervision
• Demonstrable capacity for evidence-based decision-making and sound judgment
• Proven experience getting results from geographically dispersed and informally managed people
• Problem-solving ability, creative resourcefulness, and innovation
• Strong written and verbal communication skills
• Proficiency in English required. Knowledge of French is a major advantage.
• Flexibility and willingness to work during odd hours, including holidays and weekends on a wide range of tasks
• Knowledge of the West Africa Sub-region, ECOWAS, and the AU.
• Available for frequent travel