JOB DESCRIPTION
Project Coordinator for francophone region

<table>
<thead>
<tr>
<th>Role</th>
<th>Project Coordinator for francophone region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible for</td>
<td>Coordinating and overseeing, under the direction of the Network Coordinator, implementation of Network-supported projects and activities and managing relationships with Network Partners in francophone ECOWAS countries.</td>
</tr>
<tr>
<td>Location</td>
<td></td>
</tr>
<tr>
<td>Reports to</td>
<td>Network Coordinator</td>
</tr>
<tr>
<td>Direct Working Relationship</td>
<td>Project Coordinator (anglophone), Communication &amp; Digital Platforms Officer, Grants Officer, Program Officers, M &amp; E Officer; Diversity &amp; Inclusion Specialist. Research Assistants</td>
</tr>
</tbody>
</table>

Organizational Overview

Institution Overview

West Africa Democracy Solidarity Network (“WADEMOS”)

WADEMOS is one of the regional projects of the Ghana Center for Democratic Development (CDD-Ghana), a civil society organization dedicated to promoting and strengthening democracy, good governance, and inclusive development, through research, analysis, education, and advocacy. Conceived as a transnational democracy solidarity network, WADEMOS aims to mobilize, coordinate, and leverage the collective power of civil society and other pro-democracy actors, resources, and opportunities within the West African region to advance, defend, and reinvigorate democracy and promote democratic norms and reforms in the sub-region, including through engagement with regional institutions and instruments. WADEMOS seeks, among other things, to build and sustain solidarity within civil society, media, and social movements, including women and youth-led activists and organizations, to respond effectively to the urgent problem of democratic backsliding in the ECOWAS region. The Project Management Unit (PMU) or secretariat of WADEMOS is located at CDD-Ghana’s office in Accra, Ghana.

Role Overview

The Project Coordinator for francophone region will assist the Network Coordinator in managing WADEMOS’ relationships and overseeing implementation of project activities in francophone ECOWAS countries. The Project Coordinator’s responsibilities include monitoring project plans, schedules, budgets, and expenditures, organizing and participating in partner/stakeholder meetings, and ensuring that project goals, milestones, and deliverables are delivered as agreed.
**Essential duties**

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

- Assist Network Coordinator in developing and implementing the WADEMOS project strategy to expand regional coverage, ensure continued relevance and innovation, and maximize impact.
- Work with Partners to ensure project activities are carried out in line with the WADEMOS program goals and objectives; facilitate cross-departmental communications to align plans.
- Represent the Network in professional and public settings, including presentations at meetings and conferences.

**B. Operations and Network Management**

- Assist the Network Coordinator in working with Partners in assigned countries to implement programs per WADEMOS standards, including:
  - Scheduling program activities.
  - Developing work plans and ensuring timely and effective implementation of program activities by each Partner.
  - Providing quality control for all WADEMOS project activities.
  - Ensuring adherence to all WADEMOS protocols.
  - Ensuring that Partners receive all necessary technical support.
  - Ensuring that Partner’s budgets are reviewed and approved on a timely basis.
  - Ensuring that annual project reports are submitted on schedule.
  - Review reports, and other documents produced by the and its Partners.
  - Ensure that approved WADEMOS activities and events are carried out by Partners as specified in contracts and in line with WADEMOS protocols.

- Assist the Network Coordinator in monitoring program activities and preparing reports per WADEMOS Monitoring and Evaluation standards.

**C. Communications**

- Review documents for public release and dissemination, and plan communication, outreach and dissemination activities with the Communication & Digital Platform Officer before they are published/released.
- Contribute to the intellectual and analytical output of the project, including participating in the review of bulletins, briefs, presentations and other documents for public release.
- Participate in awareness campaigns by WADEMOS and use of WADEMOS findings during dissemination and other outreach activities.
Qualifications and requirements

Minimum Requirements

- Post-graduate degree in the social sciences, development studies, public policy or other related fields. Training or certification in project management is a plus.
- At least five years of related work experience, or a combination of education and experience that would provide for the following knowledge, skills, and abilities:
  - Thorough knowledge of project management
  - Thorough knowledge of research and analysis including interpretation and writing
  - Experience developing proposals for funding and engagement of donor communities
  - Experience working with policymakers or civil society at the local, national or interstate level
  - Experience working in a multicultural environment

Technical/Functional Competencies

- Strong management skills:
  - Ability to handle multiple “priority” projects simultaneously, set and meet deadlines, ensure that partners do the same
  - Ability to manage own work with little supervision

- Demonstrable capacity for evidence-based decision-making and sound judgement
- 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 and presenting on variety of issues to a wide range of audiences
- Proficiency in English (spoken and written) is required. Ability to communicate in French is a major advantage.
- Flexibility and willingness to work odd hours, including holidays and weekends
- Available for frequent travel