



GHANA CENTER FOR DEMOCRATIC DEVELOPMENT (CDD-GHANA)

SENIOR MANAGEMENT VACANCIES

Ghana Center for Democratic Development (CDD-Ghana) is a non-governmental, non-partisan civil society think tank that has been working since 1998 to advance democracy, good governance, and inclusive development in Ghana and the rest of Africa through research and analysis, policy and civic engagement, and strategic interventions and partnerships. The Center harnesses the power of evidence-informed analysis and ideas to stimulate public dialogue and inform and influence public policy in furtherance of its mission and vision.

CDD-Ghana is recruiting for the following senior management positions:

- (1) Director of Programs & Operations**
- (2) Director of Finance & Grants Management**

Each position offers an excellent opportunity for an experienced professional interested in working at a senior management level for a respected organization and engaging with government, policymakers, public institutions, grant-making organizations, civil society, and diverse communities of citizens to advance the organization's mission and vision.

The Director of Programs and Operations has overall responsibility for leading and directing the Center's operations in the following functional areas: programs; human resources; monitoring and evaluation; innovation and technology; and general administration. The ideal candidate will be a skillful leader and team player with significant experience managing people, plans, projects, relationships, and operations at a senior level. The successful candidate will report directly to the Executive Director and work closely with both internal and external stakeholders to develop and ensure effective implementation of the Center's strategy, plans and policies.

Qualification, Competencies, and Experience:

- A good first degree in the humanities, social sciences, statistics, or business administration
- A Master's degree in business administration, public policy, or operations management
- Certification or experience in project management a plus
- At least 8 years of management-level experience in the private or not-for-profit sector.

- Excellent organizational skills, attention to detail, and ability to manage multiple projects and responsibilities within set deadlines
- Strong interpersonal skills and demonstrated ability to lead and work as part of a team
- Excellent written and oral communication skills, including ability to prepare and present clear and coherent reports
- Ability to lead, develop, and motivate staff to accomplish goals and targets
- Strong analytical and problem-solving skills, with ability to translate strategy into execution
- Professional maturity and personal integrity
- Tech savvy

The Director of Finance and Grants Management has overall responsibility for financial management, policies, and systems, as well as manage and oversee all accounting operations; lead our annual budgeting process, including coordination with other functional areas and teams; perform controller duties, including relevant financial analysis and forecasting; oversee preparation of regular financial reports for both the board and other senior management teams; coordinate all audit activities; working in close collaboration with the Director of Programs and Operations, oversee grant/subgrant and contract management, including compliance, reporting and financial management. The successful candidate will report directly to the Executive Director and work closely with both internal and external stakeholders to develop and ensure effective implementation of the Center's strategy, plans and policies.

Qualification, Competencies, and Experience:

- A Master's degree in Business Administration or Finance
- A qualified member of the Institute of Chartered Accountants Ghana (ICA) or Association of Certified Chartered Accountants (ACCA) or other relevant accounting and financial management
- Demonstrable skills in financial and accounting software such as ACCPAC, MS Office
- Excellent organizational skills and attention to detail, and ability to manage multiple tasks and responsibilities within set deadlines
- Strong interpersonal skills and ability to work effectively as part of a team
- Excellent written and oral communication skills, including ability to prepare clear and coherent reports
- Minimum of 7 years of relevant job experience; experience in a not-for-profit organization of a similar or larger size is an advantage
- Proven track record of leading financial audits, including experience working with external auditors
- Excellent organizational and planning skills, detail-oriented with a high level of efficiency.
- Ability to work under pressure and meet tight deadlines; flexibility to work longer hours during peak periods
- Professional maturity and personal integrity
- Tech savvy

To apply, interested candidates should submit a CV with a cover letter via email to s.fenny@cddgh.org with a copy to a.manu@cddgh.org no later than Friday, October 20, 2023.

CDD-Ghana is an Equal Opportunity Employer committed to diversity and inclusion in the workplace.