



Ghana Center for Democratic Development

Program Officer, Tamale Office

Languages Required: English

Background

The Ghana Center for Democratic Development (CDD-Ghana) is an independent, not-for-profit research and advocacy think tank, working to advance democracy, good governance, and inclusive economic growth. CDD-Ghana works to complement the broader objectives of strengthening democratic governance, the principles of popular participation, and the demand for public accountability. The Center harnesses the power of evidence-based research, ideas, and partnerships to encourage dialogue, inform and influence public policy.

As a Program Officer, you will assist with the design and implementation of the Center's programs and projects as designated. You will be assigned to a Team and work under the direction of your Team Leader/Program Manager (PM) and the Director of Programs & Operations. You will also work closely with other Programs and Research staff to deliver on the Center's mission and objectives. Your specific responsibilities and duties will include but are not limited to the following;

- Manage relationships with local partners, stakeholders and communities to support the effective coordination and implementation of all project activities.
- Ensure that all relevant project deliverables are achieved on time and on budget.
- Work closely with the finance and budget team to cost and develop budgets for proposed projects and monitor same during project implementation.
- Facilitate functional spaces for inclusive dialogues and mediation for conflict prevention and peace building.
- Enhance the resilience and agency of women and youth to contribute constructively to local governance, decision-making, and peacebuilding processes.
- Foster collaborations among state and non-state actors and security agencies to facilitate early response to conflict triggers and risks.
- Monitor and evaluate project progress and impact, reporting findings to the PM
- Undertakes analysis, drafting, editing, fact checking, and proofreading of briefing documents, project reports, concept notes, and other internal and external written research documents.

- Writes high quality drafts of working papers, policy briefs, and presentations based on research and project outcomes.
- Support dissemination, advocacy, and policy engagement on key democratic governance reform findings of the center.
- Undertake other duties as may be assigned by the Director of Programs.

Required Skills & Experience

- A Bachelor's or Master's degree in Social Science, Political Science, International Development, Development Economics or a related field.
- A minimum of five years' experience in an international or national or think-tank (development or research environment).
- Superior English communication skills, both oral and written.
- Highly proactive and flexible, with an ability to work on multiple projects in a fast-paced, team-oriented environment.
- Strong interpersonal skills with the ability to negotiate successfully with a wide range of cultural awareness.

Competencies

- Knowledge of management of projects.
- Knowledge of organizing programs to achieve projects targets.
- Ability to manage field workers, resource persons and service providers.
- Ability to handle all challenges that crop up in the performance of your duties and prescribe solutions to these challenges.
- Ability to relate to people at all levels effectively

How to apply

Interested candidates should submit a CV and a one-page cover letter via email to jobs@cddgh.org and copy s.fenny@cddgh.org. Please indicate the position you are applying for in the subject of the email.

Deadline for application: Friday, June 21, 2024.