

JOB OPPORTUNITY: PROJECT OFFICER

BACKGROUND

The Africa Coalition for Academic Freedom (ACAF) is seeking to recruit a Project Officer (PO) to manage its operations at its headquarters in Accra, Ghana. This position will initially be part-time for the rest of 2024 and full-time from 2025.

ACAF, with initial support from, and affiliated with the Scholars at Risk Network (SAR), is dedicated to promoting, protecting, and ensuring respect for academic freedom in African higher education institutions through collaboration with like-minded individuals and institutions to monitor and report violations, engage in capacity-building, and offer support to at-risk African scholars, among others. ACAF is hosted by the Centre for Democratic Development (CDD-Ghana).

TERMS OF REFERENCE

Title of Position	Project Officer
Location	Accra, Ghana
Duration	2 years (renewable subject to availability of funds)
Application Closing Date	8 August 2024
Work Start Date	10 September 2024

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Regional Director (RD), the PO shall undertake and perform the following duties and responsibilities in a professional manner:

- Overall project coordination of ACAF operations and activities;
- Manage relationships with local and international partners, stakeholders and communities to support the effective coordination and implementation of all ACAF 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;
- Identify and apply for research grants/opportunities and support RD in all fundraising efforts within ACAF's areas of work;
- Support partners to manage all aspects of project cycle including planning, implementation, monitoring and evaluation;
- Ensure that the quality of the programmes is maintained through effective monitoring and documentation of accurate data and information on best practices;
- Ensure project narrative reports are prepared and submitted on time using donor reporting requirements;
- Track/monitor day-to-day progress against project milestones and activities, against scheduled work plans and overall project objectives;
- Support implementing partners to engage with governments, higher education institutions, international and non-governmental organisations and other stakeholders throughout the project implementation;
- Identify organisational research needs and map sector-related research gaps;
- Conduct qualitative and quantitative research where necessary;
- With the support of the Administrative Assistant, deliver publications, policy briefs, op-ed articles under ACAF's thematic areas and other communication/publicity related activities, including web and social media;
- Manage interns;
- Perform other related duties as delegated by the RD.

QUALIFICATIONS

- Post-graduate degree in any social science field, particularly in areas such as international affairs, law, human rights, academic freedom and project management. A bachelor degree backed by relevant experience is acceptable.
- At least two years of work experience within a higher education space or an organisation dedicated to working on issues related to higher education, academic freedom, human rights, democracy, civil society activism, in any part of Africa.

DESIRED WORK EXPERIENCE

- Familiarity with the public and private sector stakeholders within the higher education space in any part of Africa;
- Experience working in a team to implement programmes involving different stakeholders across Africa;
- Experience engaging international organisations, higher education institutions, ministries, departments and agencies of the government of Ghana and civil society organizations (both local and international);
- Knowhow in compiling, producing and disseminating information;
- Experience supporting implementing partners; and
- Familiarity with developing, designing, conducting and supervising research activities.
- General knowledge in financial literacy, project management, administration and accounting; and
- Strong background in fundraising.

COMPETENCIES

- Basic research skills (especially in qualitative research, research coordination, or other related research areas);
- Good project management skills;
- Ability to work with minimal supervision;
- Ability to be a creative problem solver as part of a dedicated team;
- Strong understanding of the higher education landscape in Africa;
- Strong interpersonal skills and ability to work as part of team;
- Ability to work independently;
- Active knowledge of key international institutions and issues related to academic freedom;
- Ability to work with a team located in different geographies;
- Good interpersonal skills and the ability to work in a multidisciplinary, multi-institutional and multicultural environment;
- Possession of an open mindset and the ability to learn;
- Excellent IT skills; and
- Availability and openness to travel.

LANGUAGES

- Fluency in written and spoken English (required)
- Knowledge in French and or any other AU language (desirable).

REMUNERATION

Attractive, commensurate with experience and qualification.

APPLICATION

- To apply for this position, please send your detailed application to applicationacaf24@gmail.com Please include the position title in the subject line.
- Application package should consist of one-page cover letter stating your interest in the role and highlighting your relevant experience(s) to the role, recent CV, and two reference letters.

- This job description only serves as a guide for the available position.
- ACAF reserves the right to change, revise, omit, and add in part/in whole, to this document.
- Qualified women are encouraged to apply.
- Only complete applications will be reviewed.
- Only short-listed candidates will be contacted.