

JOB DESCRIPTION

AFROBAROMETER ASSISTANT PROJECT MANAGER

Role	Afrobarometer Assistant Project Manager
Responsible for	Managing Afrobarometer regional work in specific African countries.
Location	CDD-Ghana, Accra
Reports to	Core Partner Project Manager and Survey Directorate
Direct Reports	N/A
Classification	Full time

Job Summary

The Assistant Project Manager (APM) is responsible for managing Afrobarometer regional work in specific African countries. With support from the Core Partner Project Manager, Afrobarometer’s Senior Project Manager, the Deputy Director of Surveys, and the Director of Surveys, the Assistant Project Manager ensures timely execution of survey work in accordance with the Afrobarometer survey protocols. The Assistant Project Manager leads all survey activities within the region he/she is designated to.

The duties of the Assistant Project Manager (APM) are specified below:

Survey Management

The Assistant Project Manager is responsible for leading regional survey work in the areas specified below:

- a. Engaging National Partners (NPs) in developing the regional survey schedule,
- b. Initiating the budgeting process with the National partner, reviewing budget proposals, and ensuring value for money for each of the NP survey work;
- c. Managing NP sub-contracts, including authorizing payments, to National Partners upon submission of deliverables as specified in their contracts;
- d. Carefully review NPs' deliverables and provide timely feedback, ensuring deliverables meet Afrobarometer standards. These include indigenized questionnaires, country-specific questions, translations, training programs, route plans, fieldwork reports, financial reports, etc;
- e. Ensure all preparations for fieldwork and actual fieldwork are done as per the Afrobarometer protocol and as specified in the manual;
- f. Assess NP capacity to effectively plan and implement fieldwork to AB standards and meet all AB protocols;
- g. Work with the NPs and ensure their readiness for fieldwork: all deliverables have been finalized, and the necessary tools and equipment are ready for the commencement of training and fieldwork.
- h. Draw a plan for Technical Assistance, ensuring NPs develop capacity in survey work;
- i. Provide Technical Assistance as and when required;
- j. Training new National Partners on AB protocols, survey implementation, survey monitoring, and

preparation for dissemination activities.

- k. As staff of CDD-Ghana and a member of its Research and Knowledge Management department, provides research and knowledge management support to CDD-Ghana, as directed.

Dissemination Activities

- a. Ensure that NPs conduct dissemination activities as specified in the contract and in line with the Afrobarometer protocols;
- b. Promote awareness and use of AB findings through all possible avenues – presentations at conferences, workshops, within and outside the region;
- c. Coordinate hosting of meetings, workshops, Global Releases of results or other events as requested by the Afrobarometer Secretariat;
- d. Contribute to periodic preparations of dispatches, press releases, and other AB materials.

Network Management

- a. Organise and lead assessment teams to evaluate new countries for potential inclusion in the AB network;
- b. Leading the recruitment of National Partners within the region and as requested by the Survey Directorate;
- c. Assist the Survey Directorate with any of the Afrobarometer Special projects;
- d. Serve on special committees and other management activities as agreed by the Secretariat, Central Management Unit, or the Survey Directorate;

Leadership

- a. Enhance the strategic vision of Afrobarometer by fostering and cultivating stakeholder relationships at all levels of engagement;
- b. Support the Core Partner Director in overall responsibility for the safeguarding and efficient use of the assets and resources of Afrobarometer;
- c. Embrace innovation and creativity to take Afrobarometer to the next level of performance and success;

Monitoring and Evaluation

- a. Ensure a regular update of the M&E portal;
- b. Ensure survey documents are posted on AB shared online portal;
- c. Prepare reports as required by the AB Monitoring and Evaluation Unit.

Reporting

- a. Prepare reports for the Core Partner (CP) and any other reports required by AB or CP on behalf of the Afrobarometer;
- b. Participate and contribute to the National Advisory Council meetings;
- c. Participate in regular meetings with the Secretariat and as a member of the Survey Unit.

Fundraising

- a. In consultation with the Core Partner Director and the Survey Directorate, undertake fundraising efforts locally for AB survey activities.

Qualifications and Experience

Key Requirements

- a. Education: Post Graduate Degree, preferably in a social science discipline;



- b. Experience: At least 3 years of survey work experience in the NGO sector, Public Sector or Academic Institute;
- c. Work-related Knowledge: Awareness of theoretical developments in the field, Analytical skills, and awareness of current debates
- d. Skills and Abilities
 - i. Proven research skills, and the ability to identify, access, and analyse data and information from a variety of sources.;
 - ii. Excellent written and verbal communication skills;
 - iii. Project management skills required;
 - iv. Flexibility and willingness to work on a wide range of tasks;
 - v. Statistical analysis skills and SPSS competence;
 - vi. Strong presentation skills
- e. Other Skills
 - i. Willingness to travel in Africa, and occasionally beyond, on a regular basis,
 - ii. Good interpersonal skills and demonstrated ability to work in a multi-national environment.

How to apply

Interested candidates may apply by sending their CVs and cover letters to jobs@cddgh.org by 17 April 2026.

CDD Ghana and Afrobarometer are equal opportunity employers. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.