STAR Ghana Foundation invites applications from suitably qualified persons for the position of Programmes Officer

About STAR Ghana Foundation
STAR Ghana Foundation (SGF), is a national centre for active citizenship and philanthropy. The Foundation works to strengthen civil society and facilitate inclusive citizens’ engagements with the state and other duty-bearers for accountable, transparent and responsive governance at both local and national levels. To deliver on its mission, STAR Ghana Foundation deploys a flexible range of tools and approaches, including facilitating multi-stakeholder policy dialogues, to providing competitive grant calls, leveraging and catalysing strategic partnerships, up to date political economy analysis, media engagement and communications, citizen feedback, and convening communities of practice and learning. Further information can be obtained at www.starghana.org

Role Purpose
The Programmes Officer will work closely with the Programmes Manager to support STAR-Ghana Foundation’s management team and partners in the development, implementation, monitoring and reporting of the Foundation’s programmes and projects. The role provides support in the development of high-quality programmatic interventions, project monitoring and accompaniment to partner organisations.

Duties
• As part of the programmes team, support implementation, monitoring and reporting of projects and partnerships under the DFID Accountable Grant;
• Provide day to day operational support to the Foundation’s programmatic partners, including monitoring compliance with relevant policies and procedures of the Foundation and with relevant donor conditions;
• As part of the programme’s team, ensure the Foundation’s compliance with donor conditions and requirements, and the Foundation’s own strategies, policies and procedures;
• As part of the Secretariat, support the Foundation’s fundraising activities including development of
proposals and bids and donor relations management;

- Responsible for submitting activity reports, activity-based project budgets, meeting minutes, monthly project implementation progress reports
- Manage changes to project scope, project schedules and project costs in line with Foundation and donor guidelines and policies;
- Manage aspects of the projects and programmes, as may be delegated by the Programmes Manager, including: administrative systems and processes, logistics coordination for operational and partner tasks
- Maintain required project documents which track project progress including filing of all project activity reports in an appropriate database
- Coordinate and oversee development of administrative processes and study tools necessary for monitoring activity and budget implementation progress.
- As part of the programmes team, continuously monitor and report on the implementation of the Foundation’s programmatic strategies;
- As part of the programmes team, support in the recruitment and management of consultants and other short-term technical assistance, including monitoring and quality assurance of their work;
- Provide representation of the Foundation as may be directed by the Executive Director or the Programmes Manager;
- Perform any other tasks as may be assigned by the Executive Director and/or the Programmes Manager;

Qualification and Experience

- Graduate Degree (or equivalent) in Developments Studies, Social Policy, Economics or other relevant discipline with a minimum of 3 years’ experience in a similar position.
- Familiarity with project cycle management approaches and tools - including participatory planning, monitoring and evaluation of projects
- Significant experiences in rights-based approaches to development, gender equality and social inclusion (GESI) programming and results-based management approaches;
- Demonstrated experiences in partnerships development and management;
- Excellent communication skills, oral and written;

Desirable

Master’s degree in a relevant field

IT competency required

Advanced

Mode of Application:

Interested applicants should send their CVs and Cover letters to applications@star-ghana.org

NB:// Please write ‘Project Officer’ as the subject of the email.