

## **Ghana National Education Campaign Coalition (GNECC) Vacancy Announcement**

The Ghana National Education Campaign Coalition, a social movement of civil society organizations interested in promoting free quality basic education, is seeking dynamic and competent candidates with proven track record, good inter-personal skills and excellent written and oral communication abilities for appointment to the position of **PROGRAMME OFFICER** based in Accra.

### **KEY RESPONSIBILITIES**

#### **SVAGS Project**

- Facilitate the effective implementation of the advocacy component of the SVAGS project
- Work towards the achievement of SVAGS advocacy milestones
- Liaise with research and community components of SVAGS projects to ensure synergy
- Follow-up and monitor advocacy component of SVAGS project and regularly prepare progress reports including quarterly and annual reports
- Promote dialogue on VAGS issues through the SVAGS media network and other platforms include web-based platforms
- Support in the monitoring and evaluation of the advocacy component of the SVAGS project

#### **Others**

- Assist in programme formulation, design, planning, implementation, evaluation and reporting.
- Promote dialogue and interface between GNECC members, local and national government institutions on education and gender related issues.
- Promote GNECC advocacy issues through platforms, networks and partner organizations.
- Develop education policy briefs
- Assist in project funding proposal development
- Shall report to the National Coordinator who has overall responsibility for programme development and management.
- Undertake all other responsibilities and duties that would be assigned by the National Coordinator.

### **JOB REQUIREMENTS**

- Academic study must include a Masters Degree in Development Studies, Social Sciences or equivalent academic understanding.
- A sound knowledge of concepts, principles, techniques and practices of development programme management and report writing
- Sound in social sector policy and budget analysis
- Knowledge and understanding of community development, civil society organizations, empowerment processes and advocacy work.

- Knowledge of cross-cutting issues such as Gender, Poverty Reduction Strategy, Public Private Partnership, HIV/AIDS.
- Quantitative and qualitative research methodology.
- Knowledge of educational policies and systems
- Computer literate Window XP, Power Point, Excel, Access and Microsoft Word.
- Has not less than 5 years experience in development work as Programme Officer.
- Age between 30 -35 years

***All interested applicants should submit a recent CV, cover letter and not more than a one page (A4) brief statement on why they are suited for this position. These should be submitted via e-mail to [info@gnecc.org](mailto:info@gnecc.org) with the subject as 'GNECC Programme Officer'. Applications should be submitted within a week of first advertisement of this position. Only shortlisted applicants will be contacted.***