

Programme Manager, Social Inclusion and Cohesion

Organisational context

Savana Signatures is a Ghana-based non-profit organisation that designs and delivers ICT-enabled development programmes in partnership with government, communities, civil society, and private sector actors. The Programme Manager is accountable for portfolio-level delivery, technical quality, compliance, and learning, contributes to partnership management and lead programme resource mobilization and expansion.

Role purpose

Lead the Social Inclusion and Cohesion portfolio to strengthen inclusive participation, social accountability, peaceful coexistence, and community cohesion through ICT-enabled citizen engagement and conflict-sensitive approaches.

Technical scope

Inclusive governance and social accountability; peacebuilding and dialogue; community feedback and response mechanisms; media and civic literacy; protection and referral linkages; and youth-led inclusion programming.

Key responsibilities

- Translate the SICO portfolio strategy into annual plans, project pipelines, and costed workplans grounded in conflict sensitivity and inclusion priorities.
- Design and manage delivery of projects that strengthen civic participation, inclusion, and cohesion, ensuring safeguarding and do-no-harm approaches.
- Facilitate multi-stakeholder coordination with local governance actors, traditional/religious leadership, CSOs, and youth and women's groups.
- Lead the setup or strengthening of accountability mechanisms (community feedback, response tracking, scorecards, dialogues) and coordinate communications of results.
- Work with the Technology, Innovation and Training Unit to deploy digital components for citizen engagement, feedback loops, and analysis dashboards where relevant.
- Oversee partner management, compliance, and capacity strengthening, including quality assurance of community facilitation processes.
- Co-lead MEAL for cohesion and inclusion outcomes; support learning, documentation, and evidence-based adaptation.
- Prepare donor reports, learning briefs, and case studies; support audits and compliance requests as required.
- Contribute to resource mobilisation through opportunity scanning, partnership development and management, concept notes/proposals, and donor engagement.

Hiring organization

Savana Signatures

Grade

PM-2 (Programme Management – Middle Management)

Contract type

Fixed-term, full-time (renewable subject to performance and funding)

Reports to

Head of Programmes

Supervises

Project Officers, short-term consultants.

Job Location

X315 Hassania Avenue Gumani, Tamale, Northern Region, Ghana (with travel to project locations)

Start date

As soon as possible

Ref.

SS-SICO-PM-2025-12

Date posted

January 7, 2026

Valid through

23.01.2026

Required qualifications

- Master's degree in Peace and Conflict Studies, Governance, Political Science, Development Studies, Sociology, Human Rights, or a related field.
- Training in mediation/facilitation, social accountability tools, safeguarding, or project management is an advantage.
- Demonstrated commitment to ethical programming, safeguarding, and inclusion.

Required experience

- Minimum of 6 years' experience managing donor-funded programmes in inclusion, governance, peacebuilding, civic engagement, or related areas.
- Demonstrated experience facilitating dialogue processes and working with sensitive issues such as misinformation, polarisation, or exclusion.
- Experience with ICT-enabled citizen engagement or accountability tools (e.g., SMS feedback, dashboards, scorecards, conflict maps) is strongly preferred.
- Proven experience in donor reporting, results frameworks, and partner coordination.

Skills and competencies

- Strong facilitation skills, political economy awareness, and ability to operate effectively in complex stakeholder environments.
- Conflict sensitivity and do-no-harm competence; ability to design safe, inclusive participation processes.
- Strong writing and synthesis skills for donor reporting and learning documentation.
- Strong safeguarding practice and ability to manage confidentiality and safe referrals.
- Strong planning, risk management, and team leadership skills.

Expected deliverables (first 12 months)

- Annual SICO portfolio plan and costed workplan, updated quarterly.
- For each assigned project: conflict sensitivity and inclusion plan, results framework, MEAL plan, and risk register.
- Operational feedback and response tracking mechanism(s) for each relevant project, with quarterly summaries and corrective actions documented.
- On-time donor reports meeting quality standards, plus at least one learning product (cohesion/inclusion brief or case study) within 12 months.
- At least five fundable concept notes/proposals contributed to within the first 12 months (subject to opportunity pipeline).
- Documented facilitation outcomes (dialogue commitments, action trackers, partner follow-up notes) demonstrating contribution to cohesion and inclusion.

Contract terms and conditions

- Employment is on a fixed-term contract, renewable based on performance,

ability to meet KPIs, organisational need, and funding availability.

- Remuneration and benefits are competitive and commensurate with experience; details will be shared with shortlisted candidates.

Safeguarding, conduct, and inclusion

All staff are expected to uphold safeguarding standards, the code of conduct, anti-fraud requirements, and responsible data management. Savana Signatures is an equal opportunity employer; recruitment decisions are based on merit and role requirements.

Application instructions

- Submit one PDF containing: (i) cover letter (maximum 2 pages), (ii) curriculum vitae (maximum 4 pages), (iii) vision statement for the role, and (iv) contact details for three referees.
- Use the subject line: Application – Programme Manager (Social Inclusion and Cohesion) – Ref. SS-SICO-PM-2025-12.
- Shortlisted candidates may be asked to complete a technical assignment and attend an interview (virtual or in-person in Tamale).
- Applications will be reviewed on a rolling basis and the vacancy closed once a suitable candidate is identified.
- Only shortlisted candidates would be contacted

Apply through: vacancy@savsign.org