

Programme Officer – Volta Region

Purpose of the Role

The Programme Officer – Volta Region will coordinate and support the effective implementation of Savana Signatures' programmes in and around the Volta Region. The role provides technical, operational, and administrative support to ensure timely, high-quality delivery of activities aligned to organisational values, donor requirements, and applicable Ghanaian policies and standards within adolescent reproductive health, education, youth employability and skills, and gender equality and inclusion.

Key Responsibilities

A. Programme Coordination and Implementation

1. Coordinate day-to-day implementation of project activities in the Volta Region in line with approved workplans and budgets.
2. Support Programme Managers at Head Office to execute field-level activities, including mobilisation, logistics, facilitation, and documentation.
3. Develop quarterly and monthly activity schedules and maintain an updated implementation tracker.
4. Provide timely updates to the head office on progress, constraints, and priority actions required.

B. Technical Support (ARH, Education, Youth Employability, Gender)

1. Provide technical input to activity design and delivery relating to adolescent reproductive health, education, and youth/women employability/skills,
2. Provide or support delivery of technical trainings to target groups (e.g., young people, educators, health workers, community structures), using approved materials and safeguarding practices.
3. Ensure interventions are implemented in a manner that is inclusive, gender-responsive, and appropriate for adolescents and youth.

C. Stakeholder Engagement and Coordination

1. Liaise with relevant stakeholders in the health, youth, and education sectors in the region (government structures, schools, health facilities, community leadership, CSOs, private sector partners).
2. Plan, coordinate, and document meetings, workshops, and stakeholder engagement activities; produce minutes and follow-up action trackers.
3. Support alignment and collaboration with district and regional authorities to strengthen sustainability and ownership of programme outcomes.

D. Monitoring, Reporting, and Issue Management

Hiring organization

Savana Signatures

Contract Type

Fixed-term (12 months), renewable subject to performance and funding availability

Technical Coordination

Technical CoProgramme Managers and functional leads at Head Office (as assigned) ordination

Probation

6 months (per HR policy)

Job Location

Volta Region, Ghana (with travel within the Volta Region)

Working Hours

Full-time

Date posted

January 8, 2026

Valid through

31.05.2026

1. Monitor activity progress, verify completion, and ensure quality documentation (attendance, photos with consent, activity reports, training reports).
2. Report critical issues/findings promptly to the head office and relevant stakeholders; follow up on unresolved issues until closure.
3. Work with the MEARL Team to support field monitoring, data collection, data quality, and timely submission of monitoring information.
4. Contribute to the identification, synthesis, and sharing of lessons learned and best practices to strengthen programme quality and future design.

E. Administrative and Financial Support

1. Provide efficient and timely handling of administrative, programme, and routine financial tasks, including supporting procurement requests, activity retirements, and documentation for audits.
2. Support activity-level budget tracking and early flagging of variances or cost risks.

F. Proposal Development and Resource Mobilisation

1. Contribute to drafting funding proposals, concept notes, and donor reports relating to the Volta Regional portfolio.
2. Support fundraising and partnership development through opportunity scouting, stakeholder mapping, and provision of field evidence (case examples, stories, photographs with consent, success results).
3. Demonstrate an informed understanding of the NGO landscape in Ghana and identify collaboration and funding prospects relevant to the region.

Required Qualifications

- Minimum of a Bachelor's degree in Public Health, Social Work, Education, Development Studies, Sociology, Gender Studies, or a related field.
- A Master's degree is an advantage.
- Relevant short courses in adolescent health, SRHR, education programming, youth employability, safeguarding, facilitation, or monitoring and evaluation are an advantage.

Required Experience

- Minimum 3–5 years' experience supporting implementation of donor-funded programmes in Ghana, preferably in the Volta Region or comparable context.
- Demonstrated experience in adolescent reproductive health programming, Youth development and/or school-based education programming.
- Practical experience engaging district/regional government structures and community stakeholders.
- Experience delivering trainings and facilitating community or youth sessions.

Skills and Competencies

- Strong knowledge of adolescent reproductive health, Ghana's education

system, youth

employability and skills, and relevant national policies and regulations.

- Strong understanding of gender equality, intersectionality, and inclusive programming.
- Strong analytical, writing, and communication skills (reports, briefs, stakeholder engagement).
- Strong coordination and organisational skills; ability to manage multiple priorities and deliver on deadlines.
- High integrity, discretion, and adherence to safeguarding and confidentiality standards.
- Competence in MS Office/Google Workspace; comfort with digital data collection tools is an advantage.
- Ability to travel frequently within the region and occasionally outside the region.
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Application Instructions

Interested applicants should submit:

1. Cover letter (max 2 pages) demonstrating suitability for the role;
2. CV (max 4 pages);
3. Contacts of three referees (including at least one recent supervisor).
4. **Applicant must be a resident of Ho.**

Submission method: vacancy@savsign.org

Subject line: Application – Programme Officer (Volta Region)

Deadline: Sunday, 31st May, 2026

Only shortlisted applicants will be contacted.