

## Project Officer – Education (Human Capital Development)

### Purpose of the Role

The Project Officer, in charge of Education under the Human Capital Development Portfolio, will coordinate and support the effective implementation of Savana Signatures' project's in Education in Ghana. The role provides technical support to ensure timely, high-quality delivery of activities aligned to organisational values, donor requirements, and applicable Ghanaian policies and standards education, youth and gender equality and inclusion.

### Key Responsibilities

#### A. Project Implementation and Coordination

1. Implement assigned education project(s), ensuring timely delivery and alignment with Ghana Education Service (GES) standards.
2. Provide technical expertise in curriculum, pedagogy, and training of trainers (ToT).
3. Support the development and execution of quarterly and monthly activity plans aligned with approved workplans and budgets.
4. Coordinate logistics for field activities (mobilisation, venue, materials, transport, facilitation support) and ensure readiness prior to delivery.
5. Facilitate or co-facilitate community sessions, trainings, dialogues, or sensitisation activities as required.
6. Track implementation progress and raise risks, delays, or quality issues promptly to the Programme Manager.
7. Maintain accurate project documentation (activity reports, attendance, photos, consent forms, approvals).

#### B. Stakeholder Engagement and Partnership Support

1. Support the development and implementation of teacher training workshops, webinars, and capacity-building programs.
2. Support stakeholder mapping and routine engagement with government service structures, community leaders, CSOs, and private sector actors relevant to the project.
3. Support coordination with partners, including activity scheduling, field follow-ups, and documentation of deliverables.

**Hiring organization**  
Savana Signatures

**Position**  
Project officer

**Reports to**  
Programme Manager – Human Capital Development

**Contract Type**  
Full-time

**Duty Station**  
X315 Hassania Avenue Gumani,  
Tamale, Northern Region, Ghana

**Duty Station**  
As soon possible

**Valid through**  
13.03.2026

4. Contribute to partner capacity strengthening through coaching, on-the-job support, and adherence to agreed SOPs.
5. Document coordination meetings, produce minutes, and track action points to closure.

### **C. Monitoring, Evaluation, Accountability and Learning (MEAL)**

1. Support baseline and routine monitoring activities including data collection, verification, and secure submission to the MEAL unit.
2. Ensure completeness and quality of monitoring data (accuracy, timeliness, disaggregation) using approved tools.
3. Support learning reviews and reflection meetings.
4. Contribute field insights and practical recommendations for adaptation.
5. Maintain a simple activity tracker that reflects progress against outputs and quarterly milestones.

### **D. GEDSI, Safeguarding, and Accountability to Affected Populations (AAP)**

1. Support implementation of GEDSI measures ensuring inclusive participation of women, youth, persons with disabilities, and marginalised groups.
2. Support safeguarding compliance during field activities (safe recruitment practices where relevant, safe spaces, confidentiality, child protection, and referral readiness).
3. Uphold ethical standards: informed consent, privacy and confidentiality, and do-no-harm practice.

### **E. Digital Component Support (where applicable)**

1. Assist in the development of resources, toolkits, and digital learning platforms.
2. Support implementation of digital components (e.g., IVR/SMS campaigns, digital content dissemination, helplines, other dashboards) in coordination with the Technology Innovation and Training Unit.
3. Support user onboarding, basic troubleshooting, and documentation of user feedback and adoption barriers.

### **F. Reporting, Compliance, and Administrative Support**

1. Draft timely activity reports, field visit reports, and monthly summaries to support donor reporting and internal decision-making.
2. Support harvesting of proper documentation and verification of field-level records.
3. Support procurement and finance processes by preparing requisitions, collecting

quotations (as delegated), and submitting complete supporting documents for payments and retirement.

### **G. Resource Mobilisation Support (as assigned)**

1. Support identification of opportunities, community needs, and partner leads that can inform concept notes and proposal development.
2. Provide field evidence (stories, quotes, photos with consent, case examples) to strengthen proposals and visibility products.
3. Support in identification and drafting of funding proposals

### **Required Qualifications**

- Minimum of a Bachelor's degree in Education, Social Work, Development Studies, Sociology, Gender Studies, or a related field.
- A Master's degree in related field is an advantage.
- Relevant short courses in teaching pedagogies, learning methodologies, adolescent health, Sexual Reproductive Health and Rights (SRHR), education programming, safeguarding, facilitation, or monitoring and evaluation are an advantage.

### **Required Experience**

- Minimum 3–5 years' experience supporting implementation of donor-funded programmes in Ghana.
- Demonstrated experience in education programming, Youth development and/or school-based education programming.
- Practical experience engaging district/regional educational structures and community stakeholders.
- Experience delivering teacher trainings and facilitating community or youth sessions.
- Experience with Ghana's educational systems, curriculum design, teacher training and teaching methodologies.

### **Skills and Competencies**

- Strong knowledge of Ghana's education system, 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.

## **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).

**Submission method:** [vacancy@savsign.org](mailto:vacancy@savsign.org)

**Subject line:** Application – Project Officer, Education

**Deadline:** Monday, 13<sup>th</sup> March, 2026

**Only shortlisted applicants will be contacted.**