

Technology Innovation and Training Manager

Description

Organisational context

Savana Signatures is a Ghana-based non-profit organisation that designs and delivers ICT-enabled development programmes. The organisation works with government, communities, civil society, and private sector partners to strengthen human development, promote inclusion, and advance climate-resilient livelihoods through evidence-informed and locally owned approaches.

This role sits within the Programmes Directorate and provides organisation-wide technical leadership for technology, innovation, and training, ensuring that digital approaches and responsible AI are embedded in programme design and delivery, and that the unit maintains a credible pipeline for funding, partnerships, and scalable solutions.

Role purpose

Lead Savana Signatures' Technology, Innovation and Training Unit to generate and apply ICT4D and AI insights, mainstream digital solutions across programme portfolios, deliver high-quality capacity building for staff, partners, the general public, and mobilise resources to grow and scale the unit's products, services, and partnerships.

Responsibilities

- Lead structured research and horizon scanning on ICT4D, AI for development, digital public goods, and emerging technologies relevant to Savana Signatures' portfolios and translate findings into decision-ready technical briefs and adoption recommendations.
- Design and manage an innovation pipeline from problem definition and user research through prototyping, testing, iteration, and scale readiness; ensure solutions are context-appropriate, inclusive, and costed.
- Provide technical leadership to mainstream digital and AI-enabled approaches across the programme cycle (assessment, design, implementation, monitoring, learning, and close-out), including requirements definition for tools such as SMS/IVR/workflows, dashboards, digital feedback mechanisms, and e-learning content.
- Establish and enforce responsible digital programming standards, including data

Hiring organization

Savana Signatures

Grade

TIM-2 (Technology and Innovation Management
– Middle Management)

Contract type

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

Reports to

Head of Programmes (with dotted-line technical reporting to the Executive Director)

Supervises

Innovation/ICT4D Officers/Assistants, Training Officers/Facilitators, short-term consultants, and interns (as assigned)

Job Location

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

Start date

As soon as possible

Application window

Rolling until filled (priority review for early applications)

Ref.

SS-TITM-2025-12

protection, informed consent, safeguarding in digital delivery, risk management, and appropriate human oversight for AI use cases.

- Develop and implement an annual training strategy for staff and partners, covering digital literacy, ICT4D fundamentals, responsible AI basics for non-technical users, data use for decision-making, and safeguarding and ethics in digital programming.
- Design training products (curricula, facilitator guides, participant materials, assessments) and deliver or quality-assure delivery through internal teams and external trainers; implement post-training evaluation and continuous improvement.
- Build and manage strategic partnerships with technology providers, telecoms, universities, startups, and relevant public institutions to support co-creation, deployment, maintenance, and sustainability of digital solutions.
- Lead fundraising and resource mobilisation for the Technology, Innovation and Training Unit: maintain a funding pipeline, develop concept notes and proposals, support donor engagement, and contribute to donor reporting on technology components.
- Lead monthly ICT4D Forums and Webinars Identify and develop feasible service lines that align with the organisation's mandate (e.g., paid training, digital advisory, tool deployment support), subject to organisational approvals and safeguarding and ethics requirements.
- Coordinate closely with Programme Managers, MEAL, Finance, and Communications to ensure technical quality, value for money, visibility, evidence generation, and audit readiness for all technology-related workstreams.

Date posted
January 7, 2026

Valid through
23.01.2026

Required qualifications

- Master's degree in Computer Science, Information Systems, Data Science, Engineering, ICT4D, Development Studies (with strong technology component), or a closely related field.
- Professional training or certification in project management, product management, Agile delivery, monitoring and evaluation, data protection, cybersecurity, or responsible AI is an advantage.
- Demonstrated commitment to ethical programming, safeguarding, inclusion, and responsible data use

Required experience

- Minimum of 6 years' progressive experience in ICT4D, technology innovation, digital transformation, or related roles, including leadership responsibilities.
- Demonstrated experience translating technology and AI concepts into practical programme solutions for low-resource and community settings.

- Proven experience designing and delivering training programmes for diverse audiences (staff, partners, and community structures), including curriculum development and facilitation.
- Strong record of proposal development and resource mobilisation, including leading or materially contributing to successful grants, partnerships, or innovation awards.

Skills and competencies

- Strong analytical and synthesis skills, including the ability to convert research into actionable guidance, technical standards, and implementation roadmaps.
- User-centred design and facilitation skills, including stakeholder engagement, co-creation, and adoption support.
- Training design and delivery competence, including adult learning methods, assessment, and quality assurance.
- Strong technical writing and communication skills, including production of briefs, requirements documents, and donor-quality reports.
- Budget literacy and ability to plan and manage technology-related costs, procurements, and vendor performance.
- Partnership and donor engagement skills, including negotiation, relationship management, and representation of the unit and organisation.
- High integrity and sound judgement, including ability to manage sensitive information, data protection obligations, and safeguarding risks appropriately.

Expected deliverables (first 12 months)

- Annual costed unit plan and quarterly progress updates (innovation pipeline, training plan, partnerships, and resource mobilisation actions).
- ICT4D and responsible AI mainstreaming framework, including use-case selection criteria, ethics and safeguarding checklist, minimum documentation standards, and an internal review process.
- Training needs assessment and annual training calendar; delivery of at least four organisation-wide training sessions with documented learning outcomes.
- At least four validated innovation pilots (user-tested) integrated into one or more programme portfolios, including documentation of results, risks, and lessons learned.
- At least five fundable concept notes/proposals developed or contributed to for technology, innovation, and training growth (subject to opportunity pipeline).
- Established partnerships (at least four) with strategic actors (e.g., university, telecom,

- platform provider, or startup) supporting co-creation, deployment, or scale.
- Functional knowledge repository for tools, templates, standards, and learning products accessible to staff, with quarterly updates.
- Quarterly technology and AI insight briefs and an annual synthesis of digital outcomes and learning for organisational reporting.
- At least 12 ICT4D Forums / Webinars on ICT4D Targeting CSOs and the general public

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

Savana Signatures is committed to safeguarding children and adults at risk and maintaining a safe, respectful work environment. All staff are expected to uphold the organisation's safeguarding standards, code of conduct, and ethical reporting requirements. This role includes responsibilities related to digital safeguarding and responsible data use and therefore requires consistent application of confidentiality, consent, and risk management protocols.

Savana Signatures is an equal opportunity employer. Recruitment decisions are based on merit and role requirements. Qualified women and persons with disabilities are strongly encouraged to apply

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 – Technology Innovation and Training Manager – Ref. SS-TITM-2025-12.
- In your cover letter, demonstrate relevant experience in ICT4D/innovation delivery, training design and facilitation, and resource mobilisation; provide examples of delivered outputs and partnership or donor engagement.
- Shortlisted candidates may be asked to complete a technical assignment and attend an

interview (virtual or in-person in Tamale). Only shortlisted candidates would be contacted

Apply through: vacancy@savsign.org