

## **TERMS OF REFERENCE**

- Position:** Program Assistant  
**Duration:** Full time (One-year renewable contract)  
**Location:** Kumasi  
**Start date:** As soon as possible (ASAP)  
**Deadline:** 13th December, 2020

### **About The Green Africa Youth Organization (GAYO)**

GAYO is a youth-led gender-balanced Non-Governmental Organization (NGO) which advocates for environmental sustainability and community development. Founded in 2014, GAYO is dedicated to raising awareness, educating and building the capacity of different stakeholders to adopt sustainable environmental practices that satisfy the needs of the present generation without compromising the ability of future generations to have a good quality of life. GAYO's work focuses on reducing the threats to human society which include but are not limited to the effects of climate change, disasters caused by natural hazards, and societal inequalities. As a result, GAYO's interventions intentionally target the vulnerable in society; children, youth and women. To achieve its objective, GAYO works with various institutions and multiple levels of governance (local, national, regional and global) to implement sustainable agriculture, circular economy and renewable energy activism interventions that provide green jobs and better environmental conditions for all.

Visit our website for more information: [www.greenafricayouth.com](http://www.greenafricayouth.com)

### **Position description**

Over the past two years, GAYO has been developing community-based circular economy models through a flagship project tagged [Sustainable Community Project \(SCP\)](#). The project works with communities and local government districts to improve waste management practices while delivering green jobs to the most vulnerable in society- women and youth. Under the supervision of the SCP Project Manager, the Program Assistant will conduct needs assessment on the various project locations and enhance coherence of the SCP with other thematic areas of the organization - climate change and disaster risk reduction. S/he will support to map out relevant locations for the replication of the SCP by engaging with local government and communities. The Program Support Assistant will be based in Kumasi and will be in charge of the implementation of ongoing activities under the SCP in Kumasi. S/he will ensure effective communication and

coordination among formal and informal stakeholders, will support the documentation of best practices across the various SCP locations. S/he will support the Project Managers with guidance on external engagement and leverage on his/her network to facilitate partnerships needed for successful implementation of the SCP in existing and new locations. The Program Assistant will coordinate with other functions within the organization to ensure smooth and successful delivery of the SCP. The core responsibilities of the role are listed below, however, other additional duties may be required based on organizational need.

### **Primary Responsibilities**

*Manage and carry out GAYOs' Sustainable Community Project in Kumasi and support the GAYO SCP Project Managers on activities pertaining to project replication, external engagement, documenting best practices; and ensure coherence of the SCP with other thematic areas of GAYO.*

#### **Tasks:**

1. Plan and execute all activities as outlined in the Sustainable Community Project strategy (incl. waste segregation, upcycling and recycling, briquette production) and any other component that maybe enrolled later;
2. Develop, maintain and improve mutual and beneficial relationships with key stakeholders in the implementation of the SCP: this includes maintaining close relationship and constant interaction with Metropolitan, Municipal and District Assemblies through official point of contact;
3. Be responsible for monitoring and supervision of activities of project participants across locations where SCP is implemented in Ashanti Region including the project assets (equipment, etc.) and keeping records of activities under the guidance of the Project Manager;
4. Ensuring effective communication with project partners making sure everyone understands each stage and evolving developments of the Sustainable Community Project;
5. Serve as a representative for the organization at meetings and forums relating to waste management and climate change related fields;
6. Develop weekly, monthly and quarterly project coordination work plans and ensure the key stakeholders are involved for effective implementation and monitoring of all activities;

7. Develop monthly budgets under the guidance of the Project Manager;
8. Develop a framework for collating best practices of the various SCP activities;
9. Develop local partnerships needed for replication of SCP in other locations across the Northern Sector of Ghana.

### **Qualification and Experience**

1. A Master's or Bachelor's degree in Environmental Science, Environmental and Natural Resource Management, other relevant disciplines (required);
2. 1-2 years experience in project coordination or project assistance in an NGO or private sector (desired).

### **Required competencies**

1. Ability to coordinate community-based activities with both informal and formal stakeholders
2. Prior experience working on a community-based project
3. Prior experience on local government engagement and private sector partnerships in project design and delivery
4. Good project coordination skills
5. Ability to work as part of a hybrid (virtual and in-person) team
6. Ability to be a creative problem solver as part of a dedicated team
7. Ability to work in a cross-cultural setting

### **Desirable competencies**

1. Theoretical and practical knowledge of sustainable waste management practices
2. Knowledge and experience in entrepreneurship
3. Excellent IT and social media skills

### **Skills**

1. Strong writing skills: proven ability to prepare project reports and documentation of project activities
2. Strong coordination and planning skills
3. Excellent verbal and written English-language skills
4. Impressive ability to work with a hybrid team (virtual and in-person) located in different

geographies

5. A strong ability to prioritise and work with strict deadlines

### **Terms and Conditions**

1. The position will officially start from **01 January 2021** and is planned to be renewable
2. Probation period is of three months
3. Salary of **1,500 – 1,800 GHS per month**
4. The final salary is to be determined based on the chosen applicant's relevant experience
5. Working hours: 40 per week (full time)
6. Paid leave: 24 days per year (full time)
7. Working language: English and Asante Twi

### **How to apply**

1. Please apply via email to [info@greenafricayouth.com](mailto:info@greenafricayouth.com) with 'Program Assistant' as the subject line.
2. Your application package which should consist of: one-page cover letter stating your interest in the role and highlighting your relevant experience(s) to the role, recent CV, all these merged into one single pdf. Not more than 5 MB in size;
3. Indicate of the possible start date in your application.

### **Equal Opportunity and Employment Policy**

GAYOs' hiring policy is geared to ensure that the organization hires employees without regard to their race, color, religion, tribe, citizenship, age, gender, marital status, socio economic background or sexual orientation. GAYO's policy is that applicants for employment and career progression are considered solely on the basis of their relevant qualifications and competencies.

**Please note that applications received after the deadline cannot be considered.**

GAYO shall only contact applicants shortlisted for this position. If you do not receive any feedback from GAYO by 15<sup>th</sup> December, it means you were not successful for this particular position, however, we would recommend regularly checking our website or social media channels for opportunities we continually make available. Thank you.

**Application Deadline: 13<sup>th</sup> December 2020**