JOB OPENINGS FOR HUMAN RESOURCE & ADMINISTRATIVE MANAGER AND SENIOR PROGRAMS OFFICER POSITIONS

The Ghana Center for Democratic Development (CDD-Ghana) is an independent, not-for-profit civil society organization that works, through research, advocacy, policy engagement and other sundry projects, to advance and strengthen democracy, good governance, and inclusive development in Ghana and the wider African continent. Founded in 1998, we are currently about 50 employee-strong, with our principal office in Accra and a smaller office in Tamale. At CDD-Ghana, people are our most important asset, and we are currently looking to fill two key vacancies: Human Resource and Administration (HR&A) Manager and Senior Programs Officer.

1) HUMAN RESOURCE AND ADMINISTRATION MANAGER

The HR&A Manager will work with the leadership of the Center to promote and maintain an organizational culture of teamwork, commitment to excellence, integrity, transparency, accountability, innovation and inclusiveness. Reporting to the Executive Director, the HR&A Manager will lead and direct the Center’s Human Resources function, ensuring that we create and maintain a productive, supportive, and congenial work environment where everyone works with dedication to realize our established mission and objectives as an organization.

Duties and Responsibilities

The duties and responsibilities of the HR&A Manager include the following:

- Work with Management to develop and execute the organization’s strategy particularly as it relates to current and future human resource needs, recruiting, retention, and succession planning
- Manage recruitment and hiring of qualified job applicants and on-boarding of new hires
- Work with department heads to assess capacity needs of employees, and recommend learning, training and development opportunities for employees
- Ensure compliance with national labor laws and applicable statutes and regulations, and review and update the Center’s policies and practices in compliance with all statutory and contractual obligations
- Ensure continuous improvement of HR systems and policies in line with current best practice and changing technologies
- Ensure that the Center's compensation framework is reviewed and appropriately benchmarked and competitive to attract, motivate, and retain staff
- Ensure the effective and timely implementation of a well-designed performance appraisal process
- Ensure basic safety, security and safeguarding awareness trainings are conducted for all staff periodically
- Manage the Center’s internship program in collaboration with the director of programs
- Oversee the efficient running and maintenance of the office, office space, and related facilities, including the efficient and sustainable day-to-day use of the Center’s assets and resources
- Perform other related duties as assigned by the Executive Director
Required Competencies and Abilities:

- Excellent communication skills (both written and oral)
- Ability to work harmoniously with and relate well to persons and communities of diverse cultural, ethnic or linguistic identity, gender, etc.
- Excellent interpersonal, negotiation, coaching, and conflict resolution skills.
- Excellent organizational skills and attention to detail
- Integrity and good judgment
- Emotional intelligence
- Strong analytic and problem-solving skills
- Thorough knowledge of labor and other employment-related laws and regulations
- Excellent computer skills in a Microsoft Windows environment. Must include Excel and demonstrated skills in database management and record keeping
- Able to prioritize and multitask and work well under pressure with minimal supervision
- Flexible approach to working, able to pick up a variety of tasks/projects with minimal supervision

Education and Experience:

- Minimum bachelor’s degree in Human Resources, Business Administration, or related field required. A Master’s degree and/or professional certification in the field of human resource management is highly desirable
- A minimum of five years of human resource management experience of similar seniority in an organization of comparable size

2) SENIOR PROGRAMS OFFICER (Elections, Rule of Law, and Anti-Corruption)

Supervising a team of program officers, the Senior Program Officer in charge of Elections, Rule of Law, and Anti-corruption will lead the design and implementation of the Center’s programs and projects in the designated thematic areas. As Team Leader for her/his portfolio of programs, the Senior Programs Officer will work under the direction of the Director of Programs and closely with other Programs and Research staff to deliver on the Center’s mission and objectives for the designated thematic areas.

Duties and Responsibilities

The duties and responsibilities of the Senior Programs Officer in charge of Elections, Rule of Law, and Anti-corruption include the following:

- Lead concept note and proposal development in the designated thematic areas
- Coordinate and oversee implementation of all project activities under the project thematic areas
• Ensure that all relevant project deliverables are delivered in a timely fashion and on budget
• Work closely with the finance and budget team to cost and develop budgets for proposed projects and monitor costs and budgets during project implementation
• Lead the design and implementation of the Center’s election support and election observation efforts, including providing and overseeing managerial, operational and technical support for the Center’s affiliate election observation organization, the Coalition of Domestic Election Observers (CODEO) and its sub-regional network, the West Africa Election Observers Network (WAEON)
• Champion and support advocacy for policy and legal reform in the designated thematic areas
• Represent the Center at key stakeholder engagements
• Provide coaching and mentoring for team members and new program staff
• Conduct first-level performance appraisal of team members
• Lead annual project reviews and planning workshops and lead Team members in preparing relevant reports
• Perform other duties as required

**Required Competencies and Abilities:**

• Excellent communication skills (both written and oral)
• Integrity and good judgment
• Ability to work harmoniously with and relate well to persons and communities of diverse cultural, ethnic or linguistic identity, gender, etc.
• Excellent conceptual and analytic abilities
• Strong advocacy skills
• Able to prioritize and multitask and work well under pressure with minimal supervision
• Able to handle extensive road (and occasional air) travel within Ghana

**Education and Experience:**

• Master of Arts or Science degree in the social sciences or humanities or in public policy, international development, or related field
• At least 5 years of relevant work experience, preferably in the public, international development or civil society sector
• Ability to work with numbers and interpret data a plus
• Experience in project management desirable

Women candidates are strongly encouraged to apply for both positions.

Interested candidates should submit their resume with a cover letter addressed to the Executive Director by email to p.abaidoo@cddgh.org (with a copy to internabigail@cddgh.org), indicating in the subject, title of the position for which they are applying. Applicants for the Senior Programs Officer position must include a soft copy of a writing sample. (A chapter from their Master’s thesis is acceptable.)

**Application deadline:** 11:00 AM (GMT), Friday, September 10, 2021