



JOB DESCRIPTION

PROJECT MANAGER - GHANA

In charge of the management of the projects led by Noé in Ghana and Côte d'Ivoire aiming at developing Green Value Chains to the benefit of communities living on the outskirts of biodiversity-rich areas, with the support of private sector and civil society

Context

Created in 2001, [Noé](#) is a non-profit organization whose mission is to safeguard biodiversity around the world. The programme "[Man & Nature](#)" of Noé aims at developing sustainable value chains in the surroundings of protected areas, through the rational exploitation of natural resources and a fair income for local communities in partnership with private companies. This program operates by providing technical and financial support to local NGOs to implement projects combining community development with biodiversity conservation.

Noé is currently implementing the [EconoBio project](#) in Ghana and Côte d'Ivoire aiming at developing income generating activities benefiting to the communities living on the outskirts of three Protected Areas (Mole National Park, Kakum Conservation Area and Kwabre-Tanoé transboundary forest in western Ghana/eastern Côte d'Ivoire) and contributing to biodiversity conservation (see the project description attached). Noé works in partnership with 5 local NGOs (A Rocha Ghana, NCRC, WAPCA, Northcode, and CSRS in Côte d'Ivoire) on 5 main value chains: shea butter and honey in the north of Ghana, cocoa and coconut oil in the south, and cassava in Côte d'Ivoire, as well as on several Non-Timber Forest Products (NTFPs) such as kombo nuts, guinea pepper and wild mango.

The project also supports the establishment and the strengthening of local governance structures to ensure sustainable and community-based management of natural resources (Community Resource Management Areas - CREMA in Ghana, Federation of Inter-Village Management Associations - FAIVG in Ivory Coast).

Location: Based in Accra – Ghana, with field visits in the country.

Salary: Up to negotiation depending on experience.

Contract: Local contract or VSI

Duration: 1-year renewable. The project manager should be ready to commit for at least 3 years.

Main responsibilities and activities

Throughout the duration of the contract, with the support of the Programme Manager in France and the Project coordinator in Ghana, the Project Manager will:

1) Follow up and support the implementation of the projects by the partner Civil Society Organizations

- Ensure the projects are implemented in accordance with the logical framework and approved budgets
- Provide continuous technical support to the CSOs and conduct field visits (approx. 1 week per month)
- Revise the 6-monthly financial and technical reports of the CSOs
- Develop partnerships with private companies for sourcing purpose (cocoa, coconut oil...) or gain their support in the implementation of the supply chains.
- Provide trainings to improve the capacities of CSOs in technical and financial reporting
- Organize events, steering committees, trainings when required

2) Expand the search for funding

- Develop proposals to secure additional public and private funding
- Ensure the satisfaction of financial partners, the renewal and growth of partnerships, and their long-term commitment

3) Ensure the administrative and financial management of the projects

- Conduct a detailed financial monitoring of the projects
- Complete and finalize the technical and financial reports to be submitted to the various donors, in particular to the Agence Française du Développement (AFD) and Critical Ecosystem Partnership Fund (CEPF)
- Produce and ensure the quality control of funding agreements with financial partners and sub-grantees
- Liaise with the Financial and Administrative team in France to facilitate payments to sub-grantees and service providers in due time
- Facilitate the annual external financial audit

4) Develop Noé's network in Ghana and communicate on the project

- Engage with other national and international NGOs to identify, organize and support potential new projects based on a holistic and innovative approach to conservation
- Meet with government structures to ensure the setting up of public-private partnerships
- Produce communication material to promote the program and report on Noé's actions

5) Manage and coordinate Noé's team in Ghana

The Project Manager will work with the Project Coordinator and the accountant based in Accra. The team could be further developed depending on needs and opportunities.

- Delegate activities and supervise progress
- Conduct regular follow up meetings and provide support when required

Monitoring and evaluation

The Project Manager will report to the Programme Manager, based in France. At least one meeting a month will be organized. A formal evaluation of the work accomplished and of prospects will be conducted on a quarterly basis (oral discussion) based on the annual objectives set.

Required Skills

The ideal candidate will be an environmental enthusiast, committed to biodiversity conservation and sustainable development and will have the following skills:

- Good knowledge and experience in:
 - Capacity building of / working with local NGOs in West Africa
 - Sustainable supply chain development from production and processing to commercialization (more specifically in Non-Timber Forest Products and agroforestry)
 - Managing relationships with the private sector and networking
 - Community-based biodiversity conservation and community development
 - Drafting tenders for public and private funding
 - Financial and technical management of projects
- Autonomous and practical mind, with good organizational capacities
- Very good interpersonal skills
- Good writing skills and communication ability at meetings and events
- Proficiency in computer tools (Pack Office)
- **Excellent level of English and French** (written and oral) – candidates who do not meet this requirement should refrain from applying as they will not be considered

Professional experience: at least 5 years with proven success in project management or in sustainable supply chains development and management. Experience in Ghana is a strong asset.

Background: from BSc to MSc in one of the following:

- Natural Resources Management

- Environmental Management
- Business
- Forestry
- Agronomy

Application

To apply, please send your CV and cover letter by July 17, 2020 to Cécile Lachaux, Programme Manager (cecile.lachaux@manandnature.org).