

## VACANCY/JOB ADVERTISEMENTS

### 1. EXECUTIVE DIRECTOR

The DLAI D is a reputable National Church-Based Non-Governmental Organization working in the fields of Child Education Support, Livelihood and Entrepreneurial Skills Development, Health Promotion and Prevention and Humanitarian and Emergency Relief Services. The organization seeking an energetic, result-oriented, team player and dependable individual to join our team in the position of EXECUTIVE DIRECTOR in the provision of intellectual and practice-based experience high-level leadership in the Country particularly but not limited to Organizational Development, Programmes, and Projects Designing, Implementation, Monitoring, Evaluation and using results to aid resource mobilization and accountability of our programmes and other related activities in addressing our quest to contribute effectively and efficiently to sustainable development.

#### **Duties and responsibilities**

The Executive Director shall provide strong managerial, planning, and leadership to the Organization in the execution of its mandate, vision, mission, values, and programmes as envisioned in the strategic direction of the Board of Directors (BoD). Specifically:

1. Oversee the efficient and effective day-to-day operation of the organization
2. Ensure that the human and material resources of the organization are managed effectively and efficiently
3. Ensure the implementation and advancement of the organization's strategic plan, Human Resources, and administrative as well as the finance and accounting manuals
4. Help develop programmes and policies for approval by the Board.
5. Ensure the timely preparation and submission of work plans, budgets, and annual and other statutory reports to the relevant regulatory bodies.
6. Ensure the organization is represented at all relevant official functions, meetings, conferences seminars, etc.
7. Foster effective teamwork between the board and staff and between the staff and other stakeholders
8. Ensure that the Board and other committees of the board's meeting are efficiently and effectively held
9. Approve expenditure within the authority delegated by the board of directors in the Accounting and Finance manual to the Executive Director
10. Ensure that sound bookkeeping and accounting procedures are followed
11. Ensure that funds of the organization are administered according to the approved budget
12. Ensure that all contractual relations are duly documented and appropriately executed by the Board or the designated representative.
13. Perform other duties and tasks at the request of the Board not explicitly stated in this job description.

#### **Desired Personal Characteristics**

- **Adaptability:** Demonstrate emotional stability, maturity, and a willingness to be flexible, versatile, and/or tolerant in a changing Christian Non-Governmental work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand sound biblical and industry ethical behavior in the utilization of resources and business practices and ensure that his/her behavior and the behavior of others are consistent with these standards and align with the values of the organization.

**Build Relationships:** Establish and maintain positive working relationships with the Board, Overseers, and Leadership of the Church and other like-minded entities, both internally and externally, to achieve the goals of the organization.

- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Creativity/Innovation:** Develop new and unique ways to improve the operations of the organization and to create new opportunities.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Think Strategically:** Assesses options and actions based on trends and conditions in the environment and the vision and values of the organization.
- Excellent oral and written communication skills in English and French

### **Skills and experience**

Previous experience and knowledge of social development programmes development and successful grant proposal writing experience and management practices particularly within the NGO sector is an advantage.

- Must be a Member of the Church
- Must be 40 years and above
- A Minimum of a master's degree in social sciences, Development Management, or related fields, and a track record of post-academic qualification in Monitoring and Evaluation, with a minimum of 5 or more years of experience in a similar position but preferably a National of International Development Organization
- The Candidate must be assessed and considered suitable through an interview process to be determined by the Board and/or a Search Committee of the Board.

### **Terms and Conditions**

The Executive Director will be appointed for a term of 4 years starting as soon as possible, with the possibility of renewal. DLAiD offers an attractive remuneration package that reflects the industry's practice and ability to pay but is subject to negotiation and experience.

Interested persons should submit their CV and motivation letter in hard and soft copies to:

**The Board Chairman**  
**No.14 McCarthy Hill**  
**Box 16866, Accra- North-Ghana**  
**And: [info@dlaid.org](mailto:info@dlaid.org) /[pkamoatev@gmail.com](mailto:pkamoatev@gmail.com)**

All applications must reach the above **address** and **emails** until **25<sup>th</sup> October 2024**.

announcement/advertisement. Boldly write Executive Director's Position at Right Corner of the

Envelope in the case of the hard copy.

Only short-listed applications will be contacted.

***Day of Publication: September 25, 2024***

## **2. PROGRAMMES OFFICER**

### **Job Overview**

The DLAiD is looking for an energetic, result-oriented, team player and a dependable individual to join our team in the position of a PROGRAMMES OFFICER in the management of our programmes and other related activities in our quest to contribute effectively and efficiently to sustainable development in Ghana.

### **Job Purpose**

The Programmes Officer shall be responsible for the planning, organization and implementation of all DLAiD Programmes that have been rolled out—namely Child Education Support Programme (CESP), Livelihood Enhancement and Entrepreneurship Programme (LEEP), Health and Lifestyle Diseases Awareness Campaign Programme, while giving his/her maximum attention to those other Programmes that may be rolled out in the future as and when the Board of Directors grant approval to such.

### **Key Duties and Responsibilities**

The responsibilities of the Programmes Officer is to see to the development and implementation of DLAid's Programmes and shall include but not limited to:

- being the liaison between the Organization, Beneficiaries and other Stakeholders
- assisting in the development of project plans, objectives, and timelines
- developing, maintaining, and ensuring adherence to budgets, including reviewing and executing DLAid's approved programmes
- identification, interviewing and recruitment of qualified children into the Child Education Support Programme (CESP) with the help of focal persons and Overseers
- the planning, budgeting, organizing and presentation of educational materials to beneficiaries promptly and in line with the academic schedule of the Ghana Education Service
- identifying needed skill sets and giving entrepreneurial support to Guardians of qualified children under the CESP Programme and other beneficiaries under the LEEP Programme
- collaborating with qualified health practitioners in campaigning, awareness creation and health outreaches across the country
- monitoring programme progresses against established milestones and deliverables
- updating and maintaining the databases of each programme
- ensuring Programme documents, files, records and reports are well-documented
- ensuring continuous learning, monitoring and evaluation of programmes and incorporating lessons learnt into future work plans.
- tracking key performance indicators and evaluating programme outcomes
- ensuring DLAiD's activities and programmes align with its goals and mission statement

### **Required Qualifications**

- Bachelor's degree in social sciences—Social Work, Sociology, Development studies or related degree.
- Two years relevant work experience desirable but open for university graduates to apply. (experience in NGO management will be a plus)
- Experience in project/policy administration in the not-for-profit or corporate sector.
- Proficient in using Microsoft products and other information management and IT communications platforms
- A high level of written and oral communication skill
- Excellent attention to detail

### **Desired Personal Characteristics**

- **Adaptability:** Demonstrate emotional stability, maturity, and a willingness to be flexible, versatile, and/or tolerant in a changing Christian Non-Governmental work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand sound biblical and industry ethical behavior in the utilization of resources and business practices and ensure that his/her behavior is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with the Board, Overseers, and Leadership of the Church and other like-minded entities, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Plan:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- **Community Engagements:** Be ready to engage with all categories of stakeholders and beneficiaries cordially and respectfully irrespective of their environment and background.

### **Mode of Recruitment**

In addition to a signed letter of motivation, applicants are requested to provide a detailed curriculum vitae and a recommendation letter from the location Pastor and the names and contact information of three referees.

**Terms and Condition.**

The Programmes Officer will be appointed for a term of 2 years renewable starting as soon as possible. DLAIID offers an attractive remuneration package that reflects the industry's practice and ability to pay but is subject to negotiation and experience.

Interested persons should submit their CV and motivation letter in hard and soft copies to:

**The Board Chairman  
No.14 McCarthy Hill  
Box 16866, Accra- North-Ghana  
And: [info@dlaid.org](mailto:info@dlaid.org) /[pkamoatev@gmail.com](mailto:pkamoatev@gmail.com)**

All applications must reach the above **address** and **emails** by **25<sup>th</sup> October 2024**.

announcement/advertisement. Boldly write Executive Director's Position at Right Corner of the Envelope in the case of the hard copy.

Only short-listed applications will be contacted.

***Day of Publication: September 25, 2024***