



Registered Charity Number: 1149988

Fighting poverty in Lawra, Upper West Ghana

www.ateghana.org

Job Description: Project Assistant

Start Date: 7th May 2018

Pay: A competitive salary plus reasonable expenses

Organisation:

[ATE Ghana](http://www.ateghana.org) (charity number 1149988) established in 2012 but is already a well-respected, fast growing charity aiming to reduce poverty in Lawra District, Upper West Ghana by delivering some key initiatives in education and enterprise. The agreed vision and strategic direction is summarised in the following statement: "ATE is a charity that is deeply concerned by the inequality of wealth in Ghana. We are committed to achieving a measurable reduction in poverty in Lawra by 2020 through social and economic development."

Role:

The Project Assistant is an exciting, brand new position based in Lawra, which will provide vital support to ATE's expanding projects. The person in this role will have responsibility for the monitoring of ATE's newest School Feeding Program at Biro JHS including managing the budget and purchasing of food stuff with the head teacher, closely monitoring the cooking of meals and ensuring a positive relationship with the school staff and Parent Teacher Association. They will also be responsible for the mentoring and monitoring of new Small Business Owners that will be supported by ATE in the Biro area later in 2018. Additionally, the Project Assistant will have responsibility for other areas of ATE's work in Lawra town.

The person in this role must have a current motorbike licence and provide their own motorbike and helmet to be used to travel to Biro at least twice every week. They must also have their own smart phone to access email and WhatsApp. ATE will provide reasonable expenses including fuel, maintenance of motorbike and phone credit.

General responsibilities:

- Monitoring ATE's school feeding program at Biro JHS which begins in May 2018. This includes; managing a positive relationship with the head-teacher, school staff, Parent Teacher Association and School Management Committee, supervising the purchasing and managing of food ingredients, supporting the school to budget effectively and ensuring that the feeding is being carried to ATE's high standards
- Monitoring and mentoring any new small business that are supported in the Biro area
- Distributing, recording and collecting any new small business application forms that are required in the Biro area
- Responsibility for other areas of ATE's work in Lawra Town
- Writing a report to the Ghana Project Manager on a monthly basis
- Working closely with the Ghana Project Manager to support all ATE projects in Lawra District as required
- Carry out responsibilities in a way which reflects ATE's values and raise the positive profile of ATE in the area.

Person Specification

Essential:

- An interest in poverty reduction and a desire to help make positive changes to the lives of people in communities in Lawra District
- Enthusiasm for the work ATE is carrying out in Lawra District
- An extremely trustworthy person who will not be susceptible to corruption
- A sociable person who communicates clearly and respectfully to people at all levels
- The ability to work independently but also to work well as part of a team
- A dedicated and hardworking person who works hard to achieve their goals
- Basic computer skills including the ability to use Word to write reports
- A very flexible, adaptable person who is able to work well in a variety of roles and locations
- Excellent spoken and written English language
- Fluency in Dagaare language
- The ability to translate from Dagaree to English (spoken and written)
- An understanding of the communities in Lawra District
- A confident moto rider with a driver's licence and reliable access to a motorbike

Desirable but not essential:

- Knowledge of ATE's projects
- An understanding of poverty reduction
- Successful experience of fundraising and marketing communications