



Registered Charity Number: 1149988

***Fighting poverty in Lawra, Upper West Ghana***

[www.ateghana.org](http://www.ateghana.org)

## **Job Description: Project Assistant**

**Interview date: Friday 16<sup>th</sup> November 2018**

**Start Date: Monday 26<sup>th</sup> November 2018**

**Salary: A competitive starting salary as well as 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 position based in Lawra, which will provide vital support to ATE's expanding projects particularly in the community of Gombele. The person in this role will have responsibility for ATE's poverty reduction projects in the Gombele Hub, as well as additional roles in the Lawra Town Hub where needed. The role is likely to grow in responsibility in the future, depending on the performance of the successful candidate.

Working as part of a dynamic team, this role is full time and will include some weekend work during busy periods.

The person in this role must have a current motorbike licence, provide their own motorbike and helmet to be used to travel to Gombele 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, phone credit and maintenance of motorbike.

### **General responsibilities:**

- Managing the 'Gombele Hub', ensuring relationships with key community members are positive to enable ATE's work to thrive
- Monitoring ATE's school feeding programs at Gombele JHS and Karbo Primary School. This includes; managing a positive relationship with the head-teachers, school staffs, Parent Teacher Associations and School Management Committees, 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, mentoring and training any Small Business Owners that are supported in the Gombele area, and possibly some in the Lawra Town Hub
- Distributing, recording and collecting any new small business application forms that are required in the Gombele area
- Communicating daily with the ATE international team, writing a detailed monthly report and contributing to larger reports with information as required
- 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 Dagaare 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