



Registered Charity Number: 1149988

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

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

## **Job Description: Project Assistant (part time)**

**Start Date: 11<sup>th</sup> January 2016**

**Pay: 450GhC per month (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 Dowine JHS, ensuring a positive relationship with the school staff and Parent Teacher Association, and that the feeding program is carried out to ATE's high standards. They will also be responsible for the mentoring and monitoring of any new small businesses that are supported by ATE in the Dowine area. Additionally, the Project Assistant will provide support to other areas of ATE's work as may be required by the Ghana Project Manager.

This role is 14 hours per week, with a flexible work schedule which will be organised in consultation with the Ghana Project Manager.

The person in this role must have a current driver's licence, provide their own motorbike and helmet to be used to travel to Dowine at least twice every week. ATE will provide reasonable expenses including fuel and maintenance of motorbike.

### **General responsibilities:**

- Monitoring ATE's school feeding program at Dowine JHS which begins in January 2016. 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 out to ATE's high standards
- Monitoring and mentoring any new small business that are supported in the Dowine area
- Distributing, recording and collecting any new small business application forms that are required in the Dowine area
- Writing a report to the Ghana Project Manager on a weekly 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 consistently reflects ATE's values and raises 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 motorbike 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