

Recruitment – Nandom Inclusion Centre Roles

Organisation:

Action Through Enterprise (ATE) was established in 2012 and is now a well-respected, fast growing charity aiming to reduce poverty in Upper West Ghana by delivering key initiatives in education, enterprise and inclusion. Information about the work of ATE can be found at www.ateghana.org.

Action Through Enterprise is recruiting for two important roles in our new team in Nandom, supporting the upkeep of our Nandom Inclusion Centre and office.

Both roles will be based at the new Nandom Inclusion Centre (Sgrudaa, Old Agric Quarters, Nandom).

Job Description 1: Nandom Inclusion Centre Security Guard

We are looking for a trustworthy, reliable and hardworking individual to provide security for the ATE Nandom Inclusion Centre and internal property.

This person would be responsible for safeguarding the ATE Inclusion Centre, property and supplies, including: providing night watch patrol to prevent illegal activity; investigating unusual conditions or disturbances; preventing damage to the property; contacting police, fire, ambulance, and when warranted, etc.

Job Description 2: Nandom Inclusion Centre Cleaner

We are looking for a hardworking, detail-oriented team player, responsible for cleaning the ATE Nandom Inclusion Centre.

This person would be responsible for ensuring good standards of health, hygiene and safety in the ATE Inclusion Centre, including: cleaning all surfaces; removing and hygienically disposing of rubbish in office areas; shop for cleaning supplies as needed; reporting repairs and replacements encountered when executing daily tasks, etc.

Application Instructions:

To apply for either role, please email admin@ateghana.org specifying the role you would like to apply for, a copy of your CV, and a short paragraph on why you are suitable for the role.

If you have further questions about the roles, or difficulty applying, you can contact District Manager, Kaamil Issahaku, **during working hours only** on 0208234391/ 0247533287.

Salary for both roles is 665.69 GH¢ gross per month.

Deadline for applications is: Friday 5th July at 12pm Ghana time

Interview date: Thursday 11th July

Start date: Monday 15nd July

Disclaimers

- ATE is a fair, non-discriminatory employer and will consider all applications, shortlisting on merit and suitability against our recruitment policy.
- You will be asked to declare any personal or family relations with current ATE employees - this will not affect your application.