

Recruitment of a Library Assistant

Action Through Enterprise is seeking a Library Assistant, based at the ATE Inclusion Centre in Nandom – for one year.

This exciting new role is ideal for someone who enjoys working with children, sharing books with others and providing a safe space for young people to read and do homework.

The successful candidate will work with our existing Library Coordinator to:

- Manage and maintain our well-organised small library at the ATE Inclusion Centre in Nandom
- Run drop-in sessions for children of all ages to come to read a book, complete a jigsaw puzzle, draw a picture, or for a quiet place to do their homework
- Work with children in a calm and kind manner to help them enjoy a story, play a word game, learn to read, or to complete their homework successfully
- Manage the rotation of ATE Book Boxes between partner schools
- Support the Technology and Learning Coordinator with computer lessons where needed

Working as part of our dynamic and supportive team, this role is part-time with a total of 15 hours per week. Working hours are from 2pm to 5pm Tuesday through to Friday, and 10am to 1pm on Saturday. This is a contract for one year only, with some potential to extend this depending on funding.

The person in this role must love books and have a passion for working with children. They must be a confident communicator in written and spoken English and in spoken Dagaare. They must also have their own smartphone to access email and WhatsApp.

For the right person, training would be provided in specific skill areas if necessary. This would be a great role for a teacher who is awaiting posting or retired, or for someone who is looking to gain professional work experience.

Person Specification

Essential:

- An interest in poverty reduction and desire to help make positive changes to the lives of people and communities in your municipality. Enthusiastic for the work ATE is carrying out in Nandom.
- Enjoys working with children, passionate about helping them learn
- Kind, gentle, warm and welcoming to all children
- A natural communicator who is excellent at building and maintaining positive working relationships
- A sociable person able to communicate clearly and respectfully to people at all levels
- Basic computer skills and enthusiasm to learn more
- Extremely honest and trustworthy, not susceptible to corruption
- Fluent in Dagaare, excellent spoken and written English language, and able to translate from Dagaare to English
- Own a smart phone to access email and WhatsApp for work communications

Desirable but not essential:

- Experience of teaching or working with children

Application Instructions:

Please complete the form at the link below. This requires you to upload a one-page CV with contact details for two references, and write a supporting statement.

Application link: <https://forms.gle/qhJTIBGTxrhFT6Gf6>

If you have any difficulty with accessing or completing the google form – please contact the ATE Management Team at admin@ateghana.org or our Impact Manager Kanyiri Kuube-isaan on 0256271666 **during work hours only.**

The deadline for applications is: Friday 3rd April 2026

Interview date: Wednesday 8th April 2026

Proposed start date: Monday 13th April, if possible

Salary: 1000 GhC per month, gross salary (before tax)

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.