

## **Recruitment of Project Coordinators**

We are looking forward to hiring two (2) project Coordinators to support the implementation of our projects aimed at promoting inclusion and participation of PWDs in Ghana's national elections in 2016 as well as its efforts to promote inclusive education in Ghana.

### **Main duties & key responsibilities**

As Project Coordinator you will provide support to other team members and work with them to achieve project outcomes.

### **Technical competencies:**

- The person should have excellent Communication skills (written & spoken)
- A positive and professional attitude towards working in a multi-cultural environment.
- Should be a team player
- Should have an understanding and some working experience on programme development and implementation,
- Must be computer literacy
- Experience in research and documentation
- Willingness to learn and share experiences with other colleagues.

### **Administrative Duties**

- Coordinate the organization of meetings, events, training and relevant workshops
- Provide administrative support to the Project Management Team.
- Maintain effective communication with project partners and stakeholders
- Develop and publish project reports, articles, stories and best practices

### **Qualification and Work experience:**

- A good first degree in social science/social work or a related area from a recognized university
- At least two years of experience in the area of project management
- Experience of working with People with Disabilities and with issues of disability will be an advantage
- Experience of working with NGOs, CSOs, and communities.

**Note:** Persons with Disabilities are particularly encouraged to apply

All interested persons should send their resumes via [info.gfdgh@gmail.com](mailto:info.gfdgh@gmail.com) by April 8<sup>th</sup>, 2016. All application should be addressed to the Executive Director.