



## Job Vacancy

The Ghana National Association of the Deaf is a national organization dedicated to empowering deaf individuals in Ghana. Established in 1968, GNAD has a vision of working tirelessly to ensure fair treatment and full participation for deaf individuals in society. GNAD works to influence national legislations, policies, and programs for disability inclusion as well as empowerment of organisations of persons with disabilities for advocacy and their sustainability. GNAD operates across all 16 regions of Ghana, striving to provide equal opportunities in education, sign language, meaningful employment, and facilitate access to vital information and services for the deaf community.

The GNAD in partnership with the DDL is implementing series of projects including a including the World Federation of the Deaf (WFD) Regional Secretariat of West and Central Africa (WCARS) project. The project titled "Transnational Capacity Building Project for Deaf Associations," aims to enhance the organizational capacities of National Associations of the Deaf in Togo, Niger, Mali, and Cote d'Ivoire, alongside the WFD Regional Secretariat of West and Central Africa (WCARS). The project seeks to enhance national advocacy towards recognition of Ghanaian Sign Language as Language and strength the capacity of 4 countries with funding support from DDL.

The Ghana National Association of the Deaf (GNAD) and the Danish Deaf Association (DDL) are currently seeking a program manager for a two-year fixed-term position starting on 1<sup>st</sup> April 2024. The Programs Manager will operate as an integral part of the GNAD Secretariat in Accra, Ghana, and will directly report to the GNAD Executive Director.

### **Job Overview**

Reporting to the Executive Director of GNAD, the roles of the Programs Manager will be managing the 'Transnational Capacity Building Project for Deaf Associations, the Recognition and promotion of Ghanaian Sign Language Project and any other projects that may added to this role by the Executive Director.

### **Main responsibilities:**

- Be the first point of contact for all project activities implemented by GNAD in the office

- Be accountable for timely submission, review and ensure quality reports that meet donor requirements
- Responsible for all deliverables under the WCARS and DDL-GNAD Sign Language projects and any other projects that may be assigned by the Executive Director
- Periodically monitor training and ongoing capacity-building programs in Ghana and four other countries
- Supervise the disbursement of Local Development Funds, overseeing proper allocation and utilization.
- Deputize for the Executive Director of GNAD in his absence, representing the organization professionally and ensuring continuity in leadership.

## **Qualifications and Experience:**

### **Experience:**

Ideal candidates should have a proven track record in the following areas:

- Experiences in programs management with at least 3-5 years experiences in the role as programs manager
- Demonstrated project management and coordination proficiency, showcasing the ability to plan, execute, and oversee projects effectively.
- Experience in successfully coordinating multiple project partners, indicating the ability to foster collaborative relationships and manage diverse stakeholders.
- Proven proficiency in utilizing data collection tools, underlining a strategic approach to program implementation.
- Ability to produce timely and deliver high-quality results.
- Proven managerial experience within a non-governmental organization (NGO), emphasizing leadership skills and a solid understanding of the non-profit sector.
- Proven experiences working with persons with disability or desire to work with persons with disabilities.
- Proven past experience of engaging and working with local stakeholders in project design and implementation.
- Show great initiative and be able to work well in a team and independently.

### **Qualifications and Skills:**

In addition to a minimum bachelor's degree in social sciences, development studies, or a related field, the ideal candidate should possess:

- **Strategic Thinking:** Proven ability to think strategically and contribute creatively to project planning.

- **Financial Expertise:** Demonstrated understanding of budgeting, financial management, and resource allocation for efficient project outcomes.
- **Multicultural Networking:** Successful engagement and networking in multicultural environments, fostering positive collaborations.
- **Language Proficiency:** Fluent in English, with an asset of basic French for effective communication.
- **Adaptability:** Track record of adaptability, embracing new tools, methods, and knowledge to stay current.
- **MEL Familiarity:** Familiarity with Monitoring, Evaluation, and Learning (MEL) processes.
- **Community Engagement:** Desire to work closely with Deaf communities, showcasing successful engagement.
- **Managerial Leadership:** Desirable previous managerial experience in an NGO, highlighting effective non-profit leadership.

### **Application Process**

To apply for this position, please submit your Curriculum Vitae (CV) and a cover letter to the email address: [gnadeaf@yahoo.com](mailto:gnadeaf@yahoo.com). Ensure that your CV and cover letter demonstrate how you meet the role's experiences, skills, and qualification requirements. Please include three referees in your application, comprising one recent reference from within the last 1 to 2 years, and two references from professional contacts who can speak to your skills and qualifications.

For applicants with proven knowledge of Sign Language, an advantage (though not a requirement) would be a short statement in any of the project countries' national Sign Language about your experience in project work (maximum of 2 minutes), uploaded to Vimeo or YouTube with the appropriate link.

Please ensure that all application materials are written in English. Although salary expectations may be mentioned in the application letter, the project budget will determine the final salary. Shortlisted candidates are expected to attend face-to-face interviews in Accra.

**Deadline for submission of applications is 24<sup>th</sup> February 2024**