



# Job Vacancies

## Background

The Ghana Wildlife Society (GWS) is a non-governmental, non-political and non-profit making conservation organization headquartered in Accra. Our mission is to conserve wildlife in all its forms for improved quality of life for all people. We belong to BirdLife International, the world's largest nature conservation partnership of 120 autonomous NGOs around the world. Our work is firmly rooted in partnerships, and rely on science that inspires positive conservation action in collaboration with communities, civil society groups, businesses, universities and government. To support corporate organizations to reduce their ecological footprints, we work in partnership with private sector players and public institutions to fashion out business models that safeguard biodiversity. Our current corporate engagement spans mining, oil and gas, forestry, agriculture, infrastructure development and renewable energy sectors. We rely on scientific evidence through research projects to engage decision makers and influence national policy. We raise environmental awareness and work with the youth through the Wildlife Clubs of Ghana (WCG) - a junior wing of the Society.

We recently received funding from the European Union through the project, 'Savannah Integrated Biodiversity Conservation Initiative (SIBCI)' to support the implementation of Sustainable Management of the Mole National Park and peripheral areas, implemented under the auspices of the European Union's PAPBio Programme which aims at sound management of large landscapes of high biodiversity value. SIBCI has emerged as a priority in the context of rapid demographic growth, poverty, weak governance of natural resources and increasingly frequent climate change, which are leading to the impoverishment of natural capital in Northern Ghana, including ecosystem services on which the Ghanaian population largely depend. SIBCI engenders harmony between green economic activities towards improvement of livelihoods of selected communities surrounding the Mole National Park, and conservation of biodiversity within and around the Park. SIBCI is further supporting sustainable management of protected areas within the PoCoMo complex [Po, Nazinga and Sisili (PoNaSi) / Comoé / Mole] comprising different savannah ecotypes, and the corridors joining them. The SIBCI Project contributes to fostering sectoral and trans-frontier cooperation with neighbouring-protected areas (Comoé National Park in Côte d'Ivoire and the Nazinga Ranch in Burkina Faso) and contributes to ensuring sustainable financing mechanism for the management of the Mole National Park.

# 1. Finance and Administrative Officer

The Finance & Administrative Officer will have oversight responsibility over the performance of various duties categorized by either financial or administrative support. Administrative responsibilities include file management, correspondence drafting, funding program support, and ensuring supplies to the office are managed and maintained. Administrative duties also include developing and maintaining administrative systems and performing clerical duties, such as word processing, meeting minute taking, scanning and photocopying.

**Job Title:** Finance and Administrative Officer  
**Reporting to:** Executive Director  
**Duty Post:** Accra

**Key Relationships:** The post-holder will work closely with GWS colleagues in Accra, the Executive Director and provide support to the GWS Office at Damongo Office in the Northern Region.

**Responsible for:** Performance of various duties categorized by either financial or administrative support.

## Administration:

- General administrative support to the SIBCI Project.
- Maintain project and donor documentation records, including project, staff and consultants' contracts.
- Maintain schedules and details of project financial transfers and other project related payments required and their due dates.
- Support the Project Manager to maintain a schedule of internal and external reporting deadlines, and ensuring that the donor reporting requirements of project related contracts are fulfilled in a timely manner, and that all necessary information required for project reports is received from partners in a timely manner.
- Support the preparation of contracts for consultants and liaising with consultants and partners on specific administrative requirements.
- Support Project staff in the preparation and implementation of project evaluations and audits.
- Liaise with the Project Manager to ensure that project and other programme staff comply with the prescribed administrative systems and requirements as set out by GWS.
- Support GWS on annual strategy review meetings and quarterly programmes meetings.
- Arrange translations of Project publications when necessary. File systems development and maintenance.
- Word processing, minute taking, photocopying, scanning, etc.
- Ensure effective office and kitchen supply management and inventory controls.

## Financial:

- Develop and maintain spreadsheets and reports for tracking expenditure and reporting to the European Union and other donors.
- Ensure that project expenditures are adequately tracked in accordance with the agreed project budgets.
- Petty cash management and custody.
- Support the Project Manager to prepare financial reports as required by the EU and other donors or for internal monitoring.
- Prepare and monitor requests for transfers of funds to project implementing partners.
- Keep relevant programme staff informed of incoming and outgoing funds.
- Take charge of coding invoices and other project expenditures.
- Take charge of reconciling project expenditure with organisational accounts.

#### **Personal skills:**

- Working knowledge of the Tally ERP system or integrated computer systems.
- Practical knowledge of computer systems, including internet navigation and various Microsoft Office applications especially Excel.
- Be able to work under pressure and attend to any ad hoc functions as may be required.
- Be self-driven and able to work within tight deadlines.

#### **Qualifications/Experience:**

- A Bachelor's/Masters' degree or equivalent qualification in Business Administration or Finance.
- Relevant experience of coordinating conservation projects (at least Euros 100K).
- A strong technical background and understanding of a range of conservation issues, particularly including protected area management, sustainable agriculture in conservation landscapes, conservation financing.
- Experience working with partners, government institutions and communities.

#### ***How to apply***

Interested candidates should visit [www.ghanawildlifesociety.org](http://www.ghanawildlifesociety.org) to download the full information packs for the various positions. **The closing date for applications is Wednesday 22<sup>nd</sup> January 2020 (12:00 midnight Ghana time)**. Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact shortlisted candidates. If you do not hear from us within a week of the closing date, please assume that you were not successful.

To apply:

- A covering letter explaining why you are applying for the position and relating to your experience and skills to the roles indicated in the application pack (include your salary expectations) in your cover letter.
- Full CV and contact details for two referees

Email your application to [sibci@ghanawildlifesociety.org](mailto:sibci@ghanawildlifesociety.org) or deliver by hand to GWS addressing it to The Executive Director, Ghana Wildlife Society, P. O. Box 13252, Accra.