



Tree Aid GHANA

JOB DESCRIPTION

JOB TITLE	Project Field Assistant – Daka River Trees Restoration Project
ORGANISATION:	TREE AID Ghana
REPORTING TO	The Project Coordinator and Matrix manager – Country programme Manager
KEY RELATIONSHIPS	The Country programme Manager, The country Director, Finance officers, and West Africa and UK teams (minimal relationship).
PURPOSE	To support communities in the implementation of the project, monitoring and evaluation and reporting
LOCATION	Yendi, Mion and Gusheigu, Ghana (Note: Officer must be prepared to relocate to any of these areas to facilitate tasks)
TYPE OF CONTRACT	Full-Time One year position (Renewable)

Working within the framework of TREE AID Programme Strategy, the River Trees Field Assistants will be responsible for tasks as follows:

MAIN TASKS

1 Guide and Support communities on the project implementation

- 1.1 Lead on TREE AID's initiatives at organising communities for joint actions in the implementation of the project to time and budget.
- 1.2 Assists in various field operations, trainings, data collection, and processing
- 1.3 Facilitate communities to prepare Natural resources management (NRM) plans and assist in their implementation.
- 1.4 Facilitate or organise communities into livelihood groups based on Non-Timber Forest Products (NTFPs)
- 1.5 Facilitate processes of delineation of project intervention areas
- 1.6 Take steps to promote food, nutrition and income security using best practices
- 1.7 Facilitate the setting up of tree mensuration approaches/strategies that will inform the project success.
- 1.8 Assist and support the Project Coordinator on the testing of innovations' component of forest related interventions.
- 1.9 Ensuring tree species selection and maintaining tree seedlings production registers and inventories.
- 1.10 Facilitating tree protection initiatives with communities
- 1.11 Support communities to conduct land use mapping

2. Project Monitoring & Evaluation and reporting

- 2.1 Support your line manager to increase key stakeholders consultations and involvement in the project delivery, monitoring and evaluation of project results.
- 2.2 Initiate steps in project planning, Monitoring and reviews with communities.
- 2.3 Conduct timely preparation of field activity reports.
- 2.4 Conduct regular field visits to support communities
- 2.5 Assist in the documentation of experiences and lessons for wider dissemination of these lessons across the landscape.
- 2.6 Support to use M&E tools in field to benefit the project

3. Other

- 3.1 Prepare for and participate in regular one-to-one progress and planning meetings with the project Coordinator and other Tree Aid staff
- 3.2 Where appropriate, represent TREE AID Ghana at meetings and workshops relevant to TREE AID's work as agreed with your line manager.
- 3.3 Report any issues regarding project delivery, safeguarding, fraud and bribery to TREE AID Ghana office
- 3.4 Contribute to increasing our impact leading to new river trees restoration projects in Ghana.
- 3.5 Support arrangements for programme training workshops.
- 3.6 Perform any other duty assign to you by your line manager and any other senior staff.

4. KEY SUCCESS FACTORS FOR THIS POST

- 5.1 Raising the profile of TA's River Trees Project(s) with external audiences
- 5.2 Achieving agreed job targets.
- 5.3 Timely provision of project field reports and other information requested
- 5.4 Good communication and relations with all staff, in Ghana, the UK and West Africa as well as with TREE AID partners and other contacts.

Qualification and experience required for the job position

- Must have a HND or degree in natural resource management, Agriculture engineering, forestry, environmental science, agronomy etc.
- Must have at least three (1) year working experience in a similar position
- Must share the vision of TREE AID.
- Ability to work with a wide range of stakeholders
- Good verbal communication and written skills.
- Ability to balance a number of conflicting demands.
- Must be computer literate – excel, word, power point.
- Must be confident, hardworking, able to work under pressure, and time conscious.
- Ability to meet deadlines and achieve targets including extensive travel in the field.
- Must have working knowledge in one of the local languages spoken in northern region, Ghana especially Dagbani and Likpakpaln.
- Must be able to ride a motorbike extensively with riding licenses.