



JOB TITLE	Country Director - Ghana
REPORTING TO	Regional Director of West Africa
Direct Reports	Country Programme Manager, Country Finance Officer,
Key relationships	Head of Programme Quality & Advocacy (UK), Advocacy Advisor (UK), Head of Finance & Resources (WA), Head of Programme Implementation (WA), Head Programme Design & Advocacy (WA), Programme Funding Manager (UK),
OBJECTIFS	Country Program Development, Lobbying, Advocacy and Policy Influencing, Country Donor and Partner Management, Country Leadership, Government structures relationship.
LOCATION	Accra, Ghana with several travel in the country and where it needs
TYPE ET DUREE DU CONTRAT	Local Ghana, Start with Two (2) years contract and renewable to open ended contract according to performance and funds availability.

Overall aim:

This is a fantastic opportunity to support transformational change in the drylands of Africa, using forestry and natural resource management to relieve poverty and protect the environment. Tree Aid is unique in what we do and have great potential and are growing fast. The role will support the development of Tree Aid's programme in Ghana – through strong relationships with other like-minded NGOs, government, UN agencies and donors.

Key objectives:

- Support on the development and implementation of a 5-year strategic plan for Tree Aid's work in Ghana ;
- Develop new partnerships with a view for potential collaboration and joint programming where desirable;
- Develop strong programme proposals for funding working with the Tree Aid Programmes team;
- Development and implementation of strong advocacy programme for Tree Aid Ghana;
- Support the Country Programme Manager and the Finance Officer to oversee delivery of projects in Ghana and manage the growing Ghana team.

Tree Aid job description and person specification template

Key roles/ tasks:

1. Support on the development and implementation of a 5-year strategic plan for Tree Aid's work in Ghana. (10%)

- Contribute to achieve Tree Aid 5-year strategy (2022 – 2027) goal in Ghana. This will include targets for the Ghana programme and advocacy.

2. Develop new partnerships with a view for potential collaboration and joint programming where desirable (25%)

- Setting up regular meetings with government, UN agencies and potential donors to raise awareness of Tree Aid and increase collaboration.
- Developing networks of like-minded NGOs or those which offer complementary products to achieve our goals.

3. Develop strong programme proposals for funding with the collaboration of his colleagues and working with the West Africa Head Program Design and UK Programmes team. (25% of time)

- Development of new project ideas with potential partners.
- Development of projects for identified donors and opportunities in line with Tree Aid objectives.

4. Development and implementation of strong advocacy programme for Tree Aid Ghana (20% of time)

- Working with the West Africa Advocacy and communication officer, the UK-based advocacy manager, promote Tree Aid's aims with relevant institutions in Ghana.
- Track success against objectives for advocacy in Ghana.

5. Working with Country Programme, West Africa and UK staff to oversee delivery of projects in Ghana (10%)

- Support Country Programme Manager and UK in overseeing delivery of projects and capitalise on the learning for the development of new proposals and advocacy.

6. Manage the growing Ghana team (10%)

- Coordinate, plan, monitor and direct Tree Aid Ghana staff
- Line manage other staff when appointed. Setting targets and supporting the development of the Ghana team.
- Ensure that the team is functioning properly and has what it needs to deliver.
- The country director is responsible to ensure that all local legal requirements are met

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Person specification:

E = Essential criteria D = Desirable criteria

Personal qualities

- A commitment to TREE AID's values (E)
- Able to work as part of a cross-cultural team particularly with staff for whom English is not their first language (E)
- Able to work flexibly and be adaptable (E)
- Shows initiative, and can work with minimum supervision (E)

Experience

- Experience of developing and implementing forestry projects an international development organisation (E)
- Experience of obtaining funding for projects focused on forestry (D)
- Experience working with the Ghana government and international funding agencies (D)

Skills/Knowledge

- Excellent in donor mapping, building relationships with other stakeholders (potential partners, donors and government) and programme and institutional development (E)
- Excellent capability to partnership development and management (E)
- Ability to manage a team and prioritise activities.
- Excellent organisational skills, ability to work quickly and efficiently with high levels of precision and prioritise a busy workload (E)
- Excellent IT skills specifically Microsoft softwares (ppt, Excel, word,...) (E)
- Excellent communication and presentation skills (E)
- Comfortable with preparing and managing financial reports (D)
- Excellent administration skills (E)

Qualifications

- Educated to Degree level (Master 2) in rural development, agroforestry, business development or agro-economy (E)