

Job Posting Project Officer Position	Newmont Ahafo Development Foundation (NADeF)	
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JOB SUMMARY

Position: Project Officer - Infrastructure
Job status: Full time permanent
Number of Vacancies: 1
Direct Report: Project Coordinator
Location: Ahafo Ntotroso

PURPOSE: Work as NADeF team member with Communities, local government and other partner institutions in the planning, budgeting, implementation and monitoring of approved Community development projects and programmes.

DUTIES AND RESPONSIBILITIES:

- Help design and coordinate the implementation of a range of community development initiatives in the NADeF operational area.
- Preparation of project designs and drawings for infrastructure projects
- Ensure suitable structural design and proper siting of infrastructure projects within the communities.
- Ensure Project Due Diligence in the design, costing and implementation of projects.
- Facilitate tendering processes including evaluation of tenders.
- Assist in the contract administration to ensure a systematic and efficient management in contract creation, execution, and analysis for the purpose of maximizing financial and operational performance and minimizing risk.
- Assist communities in understanding and selection of designs for their proposed projects and cost implications.
- Ensure a correlation between drawings and bill of quantities to avoid omissions and additional works.
- Identify training and capacity building requirements to support NADeF contractors.
- Support to build a reliable database of contractors with proper categorization according to contractors' capacity and experience.
- Support the communication and sharing of information about NADeF projects/programmes to stakeholders especially drawings and costs.

Specific Skills/Experience:

- Knowledge in architectural design (building plan)
- Ability to use computer-aided software for Building/Engineering design and analysis
- Knowledge of Project Management
- Knowledge in tendering /procurement and contract administration
- Analytical and problem solving skills
- Experience in community development and planning
- Must possess a Valid Driver's License

General Skills/Experience

- Excellent presentation and report writing skills
- Proficiency in computer and Microsoft Office Suite & Internet tools. Knowledge in participatory approaches and methodologies
- Effective communication in oral English and local language (Twi).
- Ability to take initiative and work in a team.
- Must be honest, trustworthy and respectful, hardworking, reliable and diligent with good interpersonal communication skills.

WORKING CONDITIONS: The position is located at Ntotroso.

TRAINING & EXPERIENCE:

- .BSc/HND in Civil Engineering/Architecture/Building Technology or related field
- A minimum of 3 years post qualification experience for Bachelor's Degree holders and 4 years for HND holders.
- At least 3 years post qualification experience in the field of architectural designing, building and construction, procurement, community development or project management in general.
- Experience in working with the mining industry, multinational company or an NGO on community development is an added advantage.

If you are interested in this position, please send your application letter, curriculum vitae and other supporting documents to the address below no later than 2nd July, 2021 or via info@nadef.org. You can also submit applications directly to the NADeF Secretariat, Ntotroso.

Note: Applicants should attach validation forms signed by the designated signatories in their respective Communities.

Please note that only short listed applicants will be contacted.

**The Executive Secretary
Newmont Ahafo Development Foundation
P. O. Box 30
Ntotroso
Ahafo Region**