


<p>JOB POSTING</p> <p>Project Coordinator</p>	<p>Newmont Ahafo Development Foundation (NADeF)</p>	
<p>Position: Project Coordinator</p>	<p>Job status: Full time Permanent</p>	
<p>Number of Vacancies: 1</p>	<p>Location: Ahafo, Ntotroso</p>	
<p>Reports to: Executive Secretary</p>	<p>Date of Description: June 2023</p>	
<p>Purpose: Provide support to the Executive Secretary in facilitating the design, planning, implementation, monitoring and evaluation of community development projects. He/she will also assist the Executive Secretary in the day-to-day administration of the Foundation Secretariat, ensuring good record keeping as well as creating and maintaining reports.</p>		
<p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Facilitate the design of projects, preparation of project proposals and work plans for SDCs • Provide support to the Executive Secretary for implementation of community development programs approved by the Board • Coordinate the SDCs to develop monitoring and evaluation tools (including KPIs) and ensure their application • Develop and maintain annual work plans for the Foundation Secretariat, reflecting the project calendar of Sustainable Development Committees in the communities - reviewing the plans regularly to ensure tasks and milestones are being achieved on budget and schedule • Responsible for contract administration of all Foundation projects/programs • Act as the Secretary and technical advisor to the Tender Board • Prepare works certificate for payment to Contractors who execute work for the Foundation. • Compile weekly, monthly, quarterly, annual and ad-hoc reports • Work with the Executive Secretary and the Secretariat to develop business processes, tools and mechanisms for the effective administration of the office • Build and maintain effective relationships with Newmont S&ER Team, SRF, the Tano North and Asutifi North District Assemblies, Traditional Authorities, community stakeholders, development partners and other stakeholders of the Foundation • Act as the Secretary to the Project Committee. • Identify and recommend to Community training and capacity building programs that may be necessary to support community development programs. • Act on behalf of the Executive Secretary in her absence. • The above duties and responsibilities are representative of the nature and level of work assigned and are not necessarily all-inclusive. 		

Required Skills/Experience:

- Good Project Management skills
- Must be able to handle multiple tasks and have good organizational skills
- Must possess effective task follow-up skills
- Must be analytical and have decision-making abilities
- Strong communication skills including written and oral presentation skills
- Effective time management
- Problem solving skills
- Self-motivated and able to work unsupervised
- Negotiation skills with ability to resolve conflict situations
- Verbal proficiency in Akan language is desirable
- Excellent computer proficiency (MS Office – Word, Excel, PowerPoint, MS Project and Outlook)
- Must have excellent report writing skills.
- Must possess strong interpersonal skills, be a team player and be able to work with no or minimal supervision.
- Must possess a valid driving license.

Education, Training & Experience:

- A Bachelor's degree in Civil Engineering/Architecture /Construction Management or related field of study
- Must have knowledge in Project Planning, Project Management and Contracting Procedures
- A Masters' Degree is an added advantage
- At least five years post qualification experience in a similar or related position.

If you are interested in this position, please send your application letter, curriculum vitae and other supporting documents to the address below or to info@nedef.org no later than **20 July, 2023**. You can also submit applications directly to the NADeF Secretariat, Ntotroso.

Please note that only short-listed applicants will be contacted.

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