

EMPLOYMENT OPPORTUNITIES



GHANA HIV & AIDS NETWORK (GHANET)

Ghana HIV and AIDS Network (GHANET) has vacancies available for the following positions. Interested candidates, are invited to send their Curriculum Vitae (CV) and Cover Letter to: GC7recruitment@ghanet.net NOT later than May 31, 2024.

1. ADMINISTRATIVE MANAGER

As part of our dedication to operational excellence and efficiency, we are seeking a highly organized and detail-oriented Administrative Manager to oversee our administrative functions.

Job Description

The Administrative Manager will be responsible for managing and coordinating a wide range of administrative activities to support our smooth and efficient operations. The ideal candidate will have strong leadership skills, excellent organizational abilities, and a proactive approach to problem-solving.

Key Responsibilities

- Oversee administrative operations, including office and facilities management, procurement, vendor relations, and contract negotiations.
- Develop and implement policies and procedures to enhance productivity and service delivery.
- Lead administrative staff, handle hiring, training, and performance management.
- Manage office space, equipment, and facilities maintenance to ensure compliance with safety standards.
- Coordinate travel, meetings, and events efficiently.
- Manage administrative budgets and identify cost-saving opportunities.
- Coordinate with internal and external stakeholders for effective communication and collaboration.
- Maintain records management systems and confidentiality protocols.
- Stay updated on industry trends and recommend improvements in administrative practices.

Qualifications

- Bachelor's degree or Master's degree in business administration, management, or a related field.
- Five (5) years of experience in administrative management or a similar role, with demonstrated leadership and supervisory experience.
- Strong organizational and multitasking abilities, with the ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to interact effectively with staff, executives, and external partners.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Experience with office management software and systems (e.g., Microsoft SharePoint, Google Workspace) is preferred.
- Knowledge of procurement processes, contract management, and budgeting principles.
- Strong problem-solving and decision-making skills, with a proactive and results-oriented approach.

2. PROJECT OFFICER

As part of our dedication to successful project management and delivery, we are seeking a motivated and detail-oriented Project Officer to join our team.

Job Description

The Project Officer will play a key role in supporting the planning, execution, and monitoring of projects. The successful candidate will assist project managers in coordinating project activities, managing project documentation, and ensuring that projects are completed on time, within budget, and according to quality standards.

Key Responsibilities

- Support project managers in planning, budgeting, and monitoring project progress against established targets and milestones.
- Coordinate project meetings and document discussions and decisions.
- Manage project documentation and ensure accessibility for team members.
- Track project expenses and assist in financial reporting and reconciliation.
- Maintain regular communication with stakeholders regarding project updates.
- Coordinate procurement of goods and services for projects.
- Assist in identifying and managing project risks and developing mitigation strategies.
- Support project managers in resource management for efficient utilization.
- Assist in preparing project proposals, presentations, and reports.
- Collaborate with cross-functional teams to align project activities with organizational goals.

Qualifications

- Bachelor's degree in Business Administration, Project Management, or a related field.
- Five (5) years of experience in project coordination, project management, or a similar role.
- Strong organizational and multitasking skills, with the ability to manage multiple projects concurrently.
- Excellent communication and interpersonal skills, with the ability to interact effectively with team members, stakeholders, and clients.
- Proficiency in project management tools and software applications (e.g., Microsoft Project, Asana, Trello).
- Knowledge of project management methodologies and best practices.
- Detail-oriented with a focus on accuracy and quality in all work.
- Ability to work independently with minimal supervision and as part of a team.

3. MONITORING AND EVALUATION (M&E) OFFICER

As part of our commitment to excellence and continuous improvement, we are seeking a dedicated Monitoring and Evaluation (M&E) Specialist to join our team.

Job Description

The Monitoring and Evaluation (M&E) Officer will play a critical role in ensuring the effective monitoring, evaluation, and learning of programs and projects. The M&E Officer will work closely with program managers, project teams, and stakeholders to develop and implement robust M&E frameworks, systems, and processes that enable us to measure progress, assess impact, and drive evidence-based decision-making.

Key Responsibilities

- Develop and implement M&E frameworks, tools, and systems for tracking program performance.
- Conduct baseline studies and evaluations to measure progress against objectives.
- Analyze quantitative and qualitative data to assess program effectiveness.
- Collaborate with teams to develop performance measurement plans.
- Provide training on M&E methodologies to staff and partners.
- Report M&E findings to stakeholders through various channels.
- Support teams in using M&E findings to improve project management.
- Stay updated on trends in monitoring and evaluation.
- Promote the use of M&E data in decision-making processes.

Qualifications

- Master's degree in a relevant field (e.g., Public Health, International Development, Public Policy, Economics, Social Sciences, Statistics).
- Five (5) years of experience in monitoring and evaluation, preferably in the CSO sector.
- Strong understanding of M&E principles, methodologies, and best practices.
- Demonstrated experience in designing and implementing M&E frameworks, systems, and tools.
- Proficiency in quantitative and qualitative data collection, analysis, and interpretation techniques.
- Excellent analytical, problem-solving, and critical thinking skills.
- Strong written and verbal communication skills, with the ability to effectively communicating complex M&E concepts and findings to diverse audiences.
- Ability to work effectively both independently and collaboratively in a dynamic, fast-paced environment.
- Proficiency in relevant software and tools (e.g., Excel, SPSS, STATA, NVivo, DHIS2).

4. PROJECT ACCOUNTANT

As part of our dedication to financial integrity and transparency, we are seeking a skilled and detail-oriented Project Accountant to join our team.

Job Description

The Project Accountant will be responsible for managing the financial records, transactions, and documentation of reporting processes. The ideal candidate will have a strong background in accounting principles, attention to detail, and the ability to work effectively in a fast-paced environment.

Key Responsibilities

- Maintain accurate financial records, including ledger entries, AP/AR transactions, and bank reconciliations.
- Assist in preparing financial statements, reports, and budgets, ensuring compliance.
- Process invoices and expenses accurately and on time.
- Reconcile financial discrepancies and resolve issues with vendors and clients.
- Monitor cash flow and provide regular updates to management.

Qualifications

- Bachelor's or Advanced Degree in Accounting, Finance, or a related field.
- Five (5) years of experience in Accounting, preferably in a corporate or nonprofit environment.
- Strong understanding of accounting principles, practices, and standards (e.g., GAAP).
- Proficiency in accounting software and financial management systems (e.g., QuickBooks, SAP, Oracle).
- Excellent analytical, problem-solving, and attention-to-detail skills.

Key Responsibilities

- Assist in tax preparation and coordinate with external auditors.
- Develop and implement accounting policies and internal controls.
- Collaborate with cross-functional teams to support organizational goals.
- Stay updated on accounting regulations and recommend improvements.
- Perform ad hoc financial analysis and special projects as needed.

Qualifications

- Strong communication and interpersonal skills, with the ability to interact effectively with colleagues at all levels of the organization.
- Ability to work independently and manage multiple priorities in a deadline-driven environment.
- Professional certification (e.g., CPA, CMA) is preferred but not required.

5. INTERNAL AUDIT CONSULTANT

As part of our commitment to excellence and ensuring effective internal controls, we are seeking a highly skilled Internal Audit Consultant to join our team.

Job Description

The Internal Audit Consultant will be responsible for providing independent and objective assurance and consulting services designed to add value and improve our operations. The consultant will work closely with management to evaluate and improve the effectiveness of risk management, control, and governance processes.

Key Responsibilities

- Plan and execute internal audits according to standards and policies.
- Conduct risk assessments and develop audit plans.
- Test controls, processes, and procedures for compliance and efficiency.
- Identify deficiencies and recommend solutions.
- Prepare clear audit reports with findings and recommendations.
- Communicate results to management and facilitate discussions.
- Follow up on implementation of recommendations.
- Provide consulting services on internal controls and risk management.
- Stay updated on regulations and industry standards.
- Collaborate with external stakeholders as necessary.

Qualifications

- Master's degree in Accounting, Finance, Business Administration, or a related field.
- Ten (10) years of experience in internal auditing, risk management, or related fields.
- Professional certification (e.g., CIA, CISA, CPA, CFE) preferred.
- Strong understanding of internal audit principles, standards, and methodologies.
- Knowledge of relevant regulatory requirements (e.g., Sarbanes-Oxley Act, COSO framework).
- Experience with audit software and tools (e.g., ACL, IDEA, TeamMate).
- Excellent analytical, problem-solving, and critical thinking skills.
- Strong communication and interpersonal skills, with the ability to effectively interact with all levels of management.
- Ability to work independently and manage multiple priorities in a fast-paced environment.

6. HIV COUNSELOR

As part of our commitment to providing comprehensive healthcare services, we are seeking a compassionate and skilled HIV Counselor to join our team.

Job Description

The HIV Counselor will play a crucial role in providing counseling, education, and support services to individuals infected and affected by HIV/AIDS. The counselor will work closely with clients to assess their needs, provide information about HIV prevention and treatment, and offer emotional support and guidance throughout the counseling process.

Key Responsibilities

- Conduct pre-test counseling and administer HIV tests.
- Provide post-test counseling and personalized risk reduction plans.
- Offer ongoing support to clients with HIV/AIDS.
- Conduct psychosocial assessments and develop individualized care plans.
- Facilitate support groups and educational sessions on HIV/AIDS topics.
- Collaborate with healthcare providers and support team members.
- Maintain accurate and confidential client records.
- Stay updated on HIV/AIDS research and treatment options.
- Participate in professional development activities.
- Advocate for the rights and needs of individuals with HIV/AIDS.

Qualifications

- Professional Certificate or Bachelor's degree in counseling, social work, psychology, or a related field.
- Five (5) years of experience providing counseling and support services, preferably in HIV/AIDS or sexual health.
- Strong understanding of HIV/AIDS prevention, transmission, treatment, and care issues.
- Excellent counseling and communication skills, with the ability to establish rapport, build trust, and provide non-judgmental support to clients.
- Knowledge of trauma-informed care principles, cultural competency, and sensitivity to diverse populations.
- Ability to work effectively both independently and as part of a multidisciplinary team.
- Commitment to maintaining confidentiality, professionalism, and ethical standards in all interactions.

7. NEW MEDIA SPECIALIST

As part of our commitment to leveraging digital platforms and cutting-edge technologies, we are seeking a creative and innovative New Media Specialist to join our team.

Job Description

The New Media Specialist will be responsible for developing and implementing digital communication strategies to enhance our online presence, engage target audiences, and drive brand awareness and engagement across various new media channels.

Key Responsibilities

- Develop and execute new media strategies across digital platforms.
- Create engaging multimedia content tailored to target audiences.
- Manage social media accounts for community growth and interaction.
- Monitor trends and optimize digital presence.
- Collaborate with cross-functional teams to align efforts with organizational goals.
- Analyze performance metrics and provide optimization recommendations.
- Stay updated on industry trends and adapt strategies accordingly.
- Provide training and support on new media best practices.
- Monitor online conversations and respond professionally.
- Explore emerging technologies for digital strategy integration.

Qualifications

- Bachelor's or Master's degree in Marketing, Communications, Digital Media, or a related field.
- Five (5) years of experience in Digital Marketing, Social Media Management, or New Media Production.
- Proven track record of developing and executing successful new media campaigns across multiple platforms.
- Proficiency in graphic design, video editing, and multimedia content creation tools (e.g., Adobe Creative Suite, Canva, Final Cut Pro).
- Strong understanding of social media platforms, algorithms, and analytics tools (e.g., Facebook Insights, Twitter Analytics, Google Analytics).
- Excellent written and verbal communication skills, with the ability to craft compelling and engaging content for diverse audiences.
- Creative thinking and problem-solving skills, with a passion for innovation and experimentation.
- Ability to work effectively both independently and collaboratively in a fast-paced, dynamic environment.

8. OFFICE ASSISTANT

As part of our dedication to operational excellence and efficiency, we are seeking a highly organized and detail-oriented Office Assistant that will ensure smooth functioning of the office.

Job Description

The Office Assistant will play a crucial role in maintaining office efficiency and supporting various administrative tasks. This position requires a proactive individual who can handle multiple responsibilities and prioritize tasks effectively.

Key Responsibilities

- Provide general administrative support, including answering phones, responding to emails, and managing correspondence.
- Assist in scheduling meetings, appointments, and travel arrangements for team members.
- Maintain office supplies inventory by checking stock, anticipating needs, and placing orders.
- Assist in organizing and maintaining office files, records, and documents.
- Coordinate with vendors and service providers for office maintenance and repairs.

Qualifications

- High School Diploma or equivalent; Associates Degree or Certification in Office Administration is a plus.
- Previous experience in an administrative role is preferred but not required.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.

Key Responsibilities

- Assist in planning and organizing company events, meetings, and conferences.
- Handle incoming and outgoing mail and packages, including distribution and shipping.
- Assist in preparing reports, presentations, and other documents as needed.
- Provide support to other team members and departments as required.
- Ensure compliance with office policies and procedures.

Qualifications

- Detail-oriented with a high level of accuracy.
- Ability to handle confidential information with discretion.

9. DRIVER

As part of our dedication to operational excellence and efficiency, we are seeking a reliable and responsible Organizational Driver to join our team and assist in the smooth transportation of staff and materials.

Job Description

The Driver will be responsible for transporting staff, clients, and materials to various locations as needed. This role requires a professional and courteous demeanor, as well as a commitment to ensuring the comfort and safety of passengers.

Key Responsibilities

- Safely operate company vehicles to transport staff, clients, and materials to designated locations.
- Adhere to all traffic laws, regulations, and company policies while driving.
- Maintain cleanliness and safety of assigned vehicles, including regular maintenance and inspections.
- Assist with loading and unloading of materials and equipment as required.
- Plan routes and schedules to ensure timely arrival at destinations.
- Provide exceptional customer service to passengers, including assisting with luggage and ensuring a comfortable ride.
- Communicate effectively with dispatchers and team members to coordinate transportation needs.
- Keep accurate records of mileage, fuel consumption, and vehicle maintenance.
- Follow safety protocols in case of emergencies or accidents.

- Represent the organization professionally at all times.

Qualifications

- Valid driver's license with a clean driving record.
- Five (5) years experience as a driver, preferably in a professional setting.
- Familiarity with local roads and traffic patterns.
- Excellent driving skills and knowledge of vehicle maintenance.
- Strong communication and interpersonal skills.
- Ability to apprehend, comprehend and communicate fluently in the English language
- Ability to work flexible hours and adapt to changing schedules.
- Punctual and reliable with a strong commitment to safety.

Ghana HIV and AIDS Network (GHANET) is the leading Civil Society Organization (CSO) in the fight against HIV and AIDS in Ghana. With a membership of more than 250 Non-Governmental Organizations (NGOs) GHANET has presence in every nook and cranny across the 16 regions of Ghana.



ABOUT GHANET

GHANET serves on the Governing board of the Ghana AIDS Commission (which is under the Office of the President of the Republic of Ghana) and it is also represented at the Country Coordinating Mechanism (CCM) of the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM).

At the national level, GHANET leads in advocacy campaigns and analysis of public policies on HIV and AIDS. Through its collaboration with GAC, the Network has contributed towards preparation of National Strategic Plans (NSPs) on HIV and AIDS and other policy documents.

By way of strategy implementation of projects under GHANET are carried out by the constituent members at the community level rather than at the national level. This way, the Network is able to rapidly deploy its members to implement projects on time. Transparency and accountability are core values of the Network. And it is also committed to working in partnership with other CSOs.

Send your Curriculum Vitae (CV) and Cover Letter to: GC7recruitment@ghanet.net



For more information contact us on: 030 226 1525