



JOB DESCRIPTION

Position: Project Officer

Responsible to: The Director, Livelihood and Agriculture Programme

Job Location: Builsa North District

Project: Harnessing Agricultural Productivity and Prosperity for Youth Program

The Project Officer shall perform among others the following:

Key Responsibilities

- Support the coordination and monitoring of project activities in the assigned districts, ensuring implementation schedules are met as per the detailed activity plan, and that adherence to systems for quality project implementation are strengthened.
- Coordinate communication and facilitate information sharing among the project team, Private Agriculture Service Providers (PASPs), and project participants at the community level to strengthen the community interest, involvement and support networks.
- Liaise with the Private Agriculture Service Providers (PASPs) and other community stakeholders and mobilize them to ensure full involvement of community leaders, community representatives, and local government representatives in the overall implementation and improvement of project activities.
- In coordination with the project team, support capacity building events for Private Agriculture Service Providers (PASPs) and other community representatives including activity reporting.
- Coordinate, monitor, and report on PASP activities.
- Compile data provided at the community level as per project requirements and preparation district level reports.
- Support Monitoring, Evaluation and Accountability and Learning (MEAL) activities through assisting partners in their efforts to collect and analyze project data per specified technologies, mechanisms and tools. Collaborate with project coordination team to prepare reports per established reporting schedule.
- Support MEAL Specialist on field monitoring and evaluation activities in ensuring that project MEAL systems comply with agency standards and donor specifications.
- Complete project documentation for assigned activities. Assist with identifying information for case studies and reports on promising practices.
- Proactively identify issues and challenges and report them to inform adjustments to plans and implementation schedules.
- Perform any other duty assigned by management

Scope:

Supervises PASPs to:

- Establish "Demo farms" and to provide extension support to farmers.
- Facilitate the formation and development of SILC groups at the community level.
- Train farmers on Good Agronomic Practices (GAP).

- Train farmers on Gender Transformative Approach (GTA).
- Train farmers on financial education.
- Facilitate linkages to inputs, output markets, and formal Financial Institutions (FFIs) for products and services

Qualifications and Experience

- Bachelor's degree in Agriculture, Community Development or related field (Master's degree is an advantage).
- At least **1 - 3 years' experience** in Field work, preferably within Agriculture or Community Development projects.
- Experience working with NGOs, donor-funded projects or livelihood empowerment interventions in rural/underserved settings.

Skills and Competencies

- Strong Communication Skills
- Excellent facilitation and training skills.
- Ability to design, manage and analyze community and field work.
- Strong report-writing and presentation skills.
- Fluency in English (knowledge of local languages is an asset).
- Commitment to accountability, safeguarding and ethical standards.
- Ability to work independently with minimal supervision and as part of a team.

Contract and Duration

Contract Type: Full-time

Duration: Project-based, renewable on yearly basis subject to satisfactory performance

Closing date: 1st December 2025 at 4:30 PM

APPLICATIONS SHOULD BE SENT VIA EMAIL ONLY

To: info@nabocado.org.gh

Note: ONLY shortlisted applicants will be contacted.