

JOB TITLE	Quality Assurance and Partnerships Advisor
LOCATION	Accra
REPORTING AND MANAGEMENT	<ul style="list-style-type: none"> • Reports to the Team Leader, “District Managing for Learning Programme”. • Line management responsibility for 3 District Enabler and Change Coordinators.
JOB SUMMARY	<p>This Quality Assurance and Partnerships Advisor will lead a team of “District Enabler and Change Coordinators” that work within districts to provide capacity building for grant partners, develop partnerships, engage stakeholders and report on progress against the District Education Oversight Committee (DEOC) action plans. This role will serve as the project’s primary liaison with grant partners and is accountable for leading the collaboration with partners at the sub-national level. The Quality Assurance and Partnerships Advisor will also be responsible for technical advice, quality assurance and interlinking with partners at national and sub-national levels.</p>
ESSENTIAL JOB RESPONSIBILITIES	<p>PROGRAMME MANAGEMENT AND LEADERSHIP</p> <ul style="list-style-type: none"> • Contribute to the development of component budgets and workplans and ensure accountability for on time completion of deliverables based on workplans, whilst ensuring compliance with donor regulations. • Oversee the development and implementation of change projects related to “Managing for Learning” at the district and community levels. • Work with the 3 priority Districts and District Enabler and Change Coordinators to provide technical and financial support to enable the DEOC implement the “Managing for Learning” approach within a learning education ecosystem which delivers genuine change. • Organize national and sub-national consultations and meetings which will provide for information sharing between the national and sub-national levels to inform decision making and policy. • Work proactively with team members to develop and oversee implementation of workplans and resolve challenges and issues as and when they arise. • Provide leadership for the “District Enabler and Change” Teams. <p>PARTNERSHIPS BUILDING</p> <ul style="list-style-type: none"> • Support the project’s Team Leader on relationship building efforts with key actors at the National and Sub-national levels. • Oversee the linkages of relationships and flow of information between the sub-national and national levels. • Represent the project in public forums and meetings as required and produce written reports and updates as needed to fulfil obligations to stakeholders. <p>QUALITY ASSURANCE</p> <ul style="list-style-type: none"> • Review the implementation of the “Managing for Learning” process at the sub-national level to ensure the fidelity of implementation. • Ensure the achievement of results and deliverables of Change Projects at the sub-national level. • Ensure timely delivery of resources needed for implementing Change Projects. <p>GENERAL</p> <ul style="list-style-type: none"> • Perform any other duties as may be assigned by the Team Leader.
CANDIDATE SPECIFICATION	<ul style="list-style-type: none"> • Postgraduate qualification or equivalent in education, project management or a relevant discipline. • A minimum of 15 years’ working experience in education project management is required. • Demonstrate a passion for, and understanding of, the value of education. • Knowledge and experience of the education sector in Ghana.

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| | <ul style="list-style-type: none">• Excellent managerial and planning skills including the ability to develop complex multifaceted workplans and see them through to completion.• Ability to manage relationships with multiple stakeholders.• Strong interpersonal and communication skills.• Line management experience and ability to form high performing teams.• Experience of monitoring the implementation of work plans, performance, and results.• Well-organized, task- and time- oriented, and with close attention to details.• Ability to work in a culturally diverse environment.• Good ICT and report writing skills including experience in preparing donor reports.• Independent, ability to use own initiative, ability to be flexible. |
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JOB TITLE	District Enabler and Change Coordinator (x 3)
LOCATION	Project Districts (TBC)
REPORTING AND MANAGEMENT	<ul style="list-style-type: none"> • Reports to the Quality Assurance and Partnerships Advisor. • Line management responsibility for 2 National Service Personnel.
JOB SUMMARY	The “District Enabler and Change Coordinators” will lead on the “Managing for Learning” process at the sub-national level. The role entails the identification of capability gaps, undertake stakeholder engagements, capability strengthening for Change Leaders and Change Communities, and progress reporting on the DEOC Action Plan and District Change Projects.
ESSENTIAL JOB RESPONSIBILITIES	PROGRAMME MANAGEMENT <ul style="list-style-type: none"> • Work at the District level through the District Education Oversight Committee (DEOC) to provide technical support to enable the delivery of the “Managing for Learning” approach to build a strong and sustainable learning ecosystem at the sub-national level. • Provide the needed technical support to the DEOC to deliver activities to ensure effective implementation of agreed change interventions. • Support the DEOC to develop workplans and oversee their implementation and resolve challenges and issues as and when they arise in association with workplan implementation. • Review reports and supporting documentation from partners at the sub-national level and provide feedback to partners after review on regular basis.
	PARTNERSHIPS BUILDING <ul style="list-style-type: none"> • Identify capability gaps and support capability building activities at the sub-national level. • Manage stakeholders and build relationships with partners at the sub-national level. • Represent the project in forums and meetings at the sub-national level when required and produce written reports and updates as needed to fulfil obligations to stakeholders. • Support the DEOCs to develop new partnerships with critical stakeholders at the sub-national level.
	PROCESS MONITORING <ul style="list-style-type: none"> • Develop and document processes for achievement and lessons for delivering “Managing for Learning” at the sub-national level. • Participate in the development of sub-national level Monitoring and Evaluation Framework. • Support sub-national level partners to document lessons and achievements in line with project reporting requirements. • Submit quarterly progress reports to the Quality Assurance and Partnerships Advisor.
	GENERAL <ul style="list-style-type: none"> • Provide leadership and line management support for 2 National Service Personnel the district level. • Perform any other duties as may be assigned by the Quality Assurance and Partnerships Advisor.
CANDIDATE SPECIFICATION	<ul style="list-style-type: none"> • Postgraduate qualification or equivalent in education, project management or a relevant discipline. • A minimum of 6 years working experience in education project management, capacity building workshops organization and facilitation is required • Demonstrate a passion for, and understanding of, the value of education

	<ul style="list-style-type: none"> • Knowledge and experience of the basic education sub-sector in Ghana including knowledge of teaching and learning, school management, and education quality improvement. • Ability to manage relationships with multiple stakeholders and be able to work within a diverse cultural context. • Ability to work in a culturally diverse environment. • Excellent planning skills including the ability to develop complex multifaceted workplans and seeing them through to completion by supporting others to deliver. • Strong interpersonal and communication skills. • Experience of monitoring the implementation of work plans, performance, and results. • Well-organized, task- and time- oriented, and with close attention to details. • Good ICT skills (including documents, spreadsheets, e-mail, calendar, Android tablets / phones). • Independent with the ability to use own initiative and ability to be flexible.
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JOB TITLE	Grants Manager
LOCATION	Accra
REPORTING AND MANAGEMENT	<ul style="list-style-type: none"> • Reports to the Team Leader, “District Managing for Learning Programme” • Line management responsibility for Monitoring, Evaluation and Grants Officer.
JOB SUMMARY	The Grants Manager will be responsible for overseeing successful and effective disbursement of grants to partners at national level and within priority districts. The role will also be responsible for developing comprehensive sub-grant procedures and guidance for the programme. The Grants Manager will play a ‘hand holding’ role with grantees to ensure that they have the systems, processes and procedures in place, and the understanding to make effective and efficient use of sub-grants and account for funds appropriately.
ESSENTIAL JOB RESPONSIBILITIES	GRANTS MANAGEMENT <ul style="list-style-type: none"> • Develop a Guidance and Procedures Manual for T-TEL’s results-based financing approach to grants management. • Support the evaluation of grant applications, proposals, and awards to ensure adherence to grants management procedures. • Lead on Due Diligence Assessments (DDAs) for potential sub-grantees and negotiate sub-grant agreements and possible amendments. • Monitor the implementation of recommendations made to address gaps and internal control weaknesses identified in DDAs. • Provide guidance to sub-grantees on the results-based financing’ approach to grants management. • Design and implement a grants management database systems and workflow of activities related to the grants making process and ensure maintenance of records, both electronic and hard copy. • Manage post award phase of the grant making process in accordance T-TEL’s results-based approach to grants management. • Manage the sub-grant close out process. • Provide leadership for the Monitoring, Evaluation and Grants officer.
	CAPACITY BUILDING <ul style="list-style-type: none"> • Mentor, support and develop the capacities of grantees on financial monitoring, record keeping and grants management. • Organize and facilitate trainings on financial management, financial reporting and internal control for sub-grantees periodically. • Provides technical assistance to sub-grantees on areas around funds management they may require.
	FINANCIAL REPORTING AND DISBURSEMENT OF FUNDS <ul style="list-style-type: none"> • Ensure sub-grantees submit their financial reports in accordance with the agreed workplans and timelines for results delivery. • Review financial reports (grants and sub-award expenditures) submitted by sub-grantees and coordinate with programme and technical reports to ensure financial reports are not at variance from technical reports, while ensuring Value for Money in expenditures incurred. • Provide feedback to sub-grantees on outcome of review and verification of the financial reports and conduct follow ups on the implementation of any recommendations which may have been made after the review. • Disburse next tranche of funds in accordance with agreed workplans and approved budgets between T-TEL and sub-grantees.
	MONITORING AND COMPLIANCE <ul style="list-style-type: none"> • Conduct periodic expenditure and results verification on grants expenditure submitted by sub-grantees. • Ensure on-going adherence of Payment by Results financing rules as set out in T-TEL’s grants management manual.

	<ul style="list-style-type: none"> • Work in coordination with the Monitoring, Evaluation & Grants Officer to develop a monitoring structure for grant partners. • Identify compliance and delivery risks throughout the grants portfolio and advise technical and support teams and the project leadership on necessary actions. <p>GENERAL</p> <ul style="list-style-type: none"> • Ensure grants management record-keeping is filed and complete. • Assist with audits. • Perform any other duties as may be assigned by Team Leader.
<p>CANDIDATE SPECIFICATION</p>	<ul style="list-style-type: none"> • Bachelor’s degree in Management, Business Administration, Finance, or any related field with a minimum of 10 years’ experience working in grants/contract management, Finance, or programme management. • Knowledge of typical grant award/contractual documents such as grant agreements, subcontracts, modifications. • Experience on “donor funded” projects, international non-profit organizations, as well as multinational environments would be desirable. • Experience with financial analysis, financial reporting, cash flow analysis, budget development and forecasting. • Excellent interpersonal and communication skills (oral and written communication). • Excellent managerial and planning skills including the ability to develop complex multifaceted workplans and seeing them through to completion. • Ability to manage relationships with multiple stakeholders. • Ability to work in a culturally diverse environment. • Strong interpersonal and communication skills. • Experience of monitoring the implementation of work plans, performance, and results. • Well-organized, task- and time- oriented, and with close attention to details. • Proficiency in the use of financial software applications, databases, spreadsheets, including MS Office. • Independent, ability to use own initiative, ability to be flexible.

JOB TITLE	Monitoring, Evaluation and Grants Officer
LOCATION	Accra
REPORTING AND MANAGEMENT	<ul style="list-style-type: none"> • Reports to the Team Leader, “District Managing for Learning Programme” • No Line Management responsibility.
JOB SUMMARY	<p>The Monitoring, Evaluation & Grants Officer will lead on progress monitoring and data management across priority districts for the project, as well as supporting grantees to report on their results. The role will have oversight responsibility on the data management systems used for monitoring activities of grant partners by the “<i>District Enabler and Change Coordinators</i>”.</p> <p>The Monitoring, Evaluation & Grants Officer will also be responsible for working with the EdLab and Jacobs Foundation Backbone Team to develop clear feedback loops between sub-national and national-level activities. This is to support the establishment of a repository that links district and national level data and evidence generation systems.</p>
ESSENTIAL JOB RESPONSIBILITIES	<p>MONITORING AND DATA MANAGEMENT</p> <ul style="list-style-type: none"> • Develop and update, when required, the M&E strategy and M&E plan for the project. • Implement M&E activities according to M&E strategy and M&E plan. • Support development of Logical Frameworks for the “Adaptive Learning ecosystems project and working with the project’s technical team to collaboratively choose and define indicators as well as set targets. • Maintaining an up-to-date M&E matrix based on inputs from each area of the project. • Ensure that there is an effective and efficient Management Information System operating across all programme components, when available. • Develop reporting tools and implement tracking systems to monitor progress, in coordination with other project staff. • Conduct regular monitoring of implementation activities to track timelines, milestones, deliverables, and compliance. • Support grant partners and stakeholders to apply the M&E system in their management information system and provide training on the systems for data administration and management. <p>EVALUATION, RESEARCH AND LEARNING</p> <ul style="list-style-type: none"> • Devise learning and knowledge management strategies and approaches, based on the evidence generated from the M&E system. • Contribute to project’s learning and grant partners’ capacity building through supporting specific analyses, lessons learned and reports. • Conduct quantitative and qualitative research. • Work closely with the Jacobs Foundation Backbone Team and Third-party organization to support the creation of an EdLab to generate evidence and synthesize it to show “<i>what works</i>” and “<i>what does not work</i>” for improving learning outcomes and holistic child development. • Support the Jacobs Foundation Backbone Team to develop clear feedback loops between sub-national and national-level activities. <p>GRANTS MANAGEMENT</p> <ul style="list-style-type: none"> • Contribute to the development and management of the Grants Management data base. • Support the Grants Manager to conduct Due Diligence Assessments (DDAs) on sub-grantees. • Support Grants Manager in conducting verification of results reported by sub-grantees to determine fidelity of implementation and readiness to carry out next sets of activities.

	<ul style="list-style-type: none"> • Support the Grants Manager to ensure Value for Money during results verification. • Follow up on recommendations made after results verification and ensure sub-grantees are implementing actions developed for implementation. • Ensure proper filing of all evidence provided by sub-grantees as part of the results verification and follow up exercises. • Support grants manager to facilitate trainings on data management and monitoring components of funds management. • Contribute to Grant Opening Meetings, Project Review Meetings and Grant Closure Meetings.
	<p>GENERAL</p>
<p>CANDIDATE SPECIFICATION</p>	<ul style="list-style-type: none"> • Mentor other project staff in executing M&E plans. • Perform any other duties as may be assigned by the Team Leader. <ul style="list-style-type: none"> • Postgraduate qualification or equivalent in statistics, applied research or a relevant discipline. • A minimum of 5 years demonstrable working experience of applied monitoring and evaluation. • Knowledge and experience of conducting quantitative and qualitative research. • Supervising personnel in field work to generate evidence while ensuring quality. • Experience of data analysis, knowledge management and report writing. • Conducting workshops and delivering presentations. • Excellent planning and management skills including the ability to develop complex multifaceted workplans and seeing them through to completion. • Ability to manage relationships with multiple stakeholders. • Must be well-organized, task- and time- oriented, and pays close attention to detail. • Proficient in the use of Microsoft office suites, including statistical and GIS software packages. • Excellent report writing skills, including experience in preparing donor reports. • Independent with the ability to use own initiative and ability to be flexible.

JOB TITLE	Finance Officer
LOCATION	Accra
REPORTING AND MANAGEMENT	<ul style="list-style-type: none"> • Reports to the General Manager-Finance • No Line Management responsibilities
JOB SUMMARY	<p>The Finance Officer will be responsible for leading the financial management and financial procedures for the “District Managing for Learning programme”. The Finance Officer will have oversight on the financial processing and recording of transactions for the programme and will have to ensure that the programme budget usage is in line with the programme strategy proposal. The Finance Officer will serve as the focal person on all finance and accounting issues for the programme and will work closely with the GM- Finance to provide support and capacity building for financial structures within the programme and for downstream partners.</p>
ESSENTIAL JOB RESPONSIBILITIES	FINANCIAL MANAGEMENT <ul style="list-style-type: none"> • Supports the GM-Finance with the development, review, and coordination of the programme budget. • Monitor and report project expenditures in line with the programme budget i.e., monthly update of financial report/Budget Controls to the Team Leader. • Assist the General Manager-Finance with periodic financial reporting for the donor.
	ACCOUNTING <ul style="list-style-type: none"> • Review validity, completeness, and accuracy of documents for all transactions. • Check to ensure that programme expenditures are made in accordance with T-TEL’s financial policies and procedures, and in accordance with the donor funding rules. • Update QuickBooks with the day-to-day transactions. • Manage and reconcile programme bank accounts monthly. • Process staff claims and make sure that any advances are recorded and recovered timely. • Review and process accounts payables such as (PAYE, WHT, TIER 1, TIER 2, and TIER 3)
	AUDIT SUPPORT <ul style="list-style-type: none"> • Review financial information for compliance with T-TEL policies and donor regulations and ensure their audit readiness. • File all financial information properly, in both electronic and hard copy. • Assist with audits.
	GENERAL <ul style="list-style-type: none"> • Provide finance support to programme staff during workshops and meetings. • Provide basic advice and guidance on programme finance related issues to staff. • Support procurement activities particularly in the analysis and assessment of financial proposals received from service providers in respect of programme procurement activities. • Assist the General Manager-Finance with reconciliations on Inter Entity Transactions (IET). • Perform any other duties as may be assigned by supervisor.
CANDIDATE SPECIFICATION	<ul style="list-style-type: none"> • Bachelor’s degree or equivalent in finance, accounting, or similar discipline • A minimum of 5 years’ experience working in a finance office setting • Excellent written and verbal communication skills in English • Excellent skills in Microsoft applications (Word, Excel, PowerPoint etc.) • Strong knowledge of QuickBooks or other financial management software • Ability to multitask and prioritize projects • Ability to complete complex administrative tasks with minimal supervision • Good communication and relationship-building skills • Reliable and a team player • Demonstrable ability to deliver to deadlines • Pro-active in raising issues with management and resolving identified problems.

JOB TITLE	Administrative Assistant
LOCATION	Accra
REPORTING AND MANAGEMENT	<ul style="list-style-type: none"> • Reports to Procurement and Logistics officer • No Line Management responsibility.
JOB SUMMARY	The Administrative Assistant will collaborate with the Backbone and National Support Team for the “Adaptive Learning ecosystems” programme to perform a full suite of highly skilled operational duties, specifically, procurement, purchasing, travel and logistical support and general administrative support such as scheduling of meetings, coordinating preparation for meetings with key stakeholders and taking minutes at meetings.
ESSENTIAL JOB RESPONSIBILITIES	PROCUREMENT AND PURCHASING <ul style="list-style-type: none"> • Order of supplies and services for programme activities. • Manage office inventory and office supplies, including records management, supply replenishments and assets procured for the programme. • Maintain an up-to-date asset register for all assets procured by the programme. • Undertake periodic physical verification of programme assets. • Work under the guidance of the Procurement and Logistics Office to select appropriate procurement mechanisms to contract service providers for the implementation of programme related activities. • Ensure all procurement and purchasing activities are conducted in adherence with T-TEL policies and in compliance with donor funding rules.
	LOGISTICAL AND ORGANISATIONAL SUPPORT <ul style="list-style-type: none"> • Arrange travel bookings for team members. • Provide logistical support for workshops, meetings and other programme related activities including working with T-TEL’s finance and operations team to ensure that all procedures are followed to ensure compliance.
	GENERAL ADMINISTRATION <ul style="list-style-type: none"> • Perform any other administrative duties as may be assigned by the Procurement and Logistics Officer.
CANDIDATE SPECIFICATION	<ul style="list-style-type: none"> • HND or Diploma Level qualification required (Bachelor’s degree preferred) • A minimum of 4 years’ experience working in an office setting. • Excellent written and verbal communication skills in English. • Ability to multi-task and prioritize projects. • Ability to complete complex administrative tasks with minimal supervision. • Good communication and relationship-building skills. • Reliable and a team player. • Demonstrable ability to deliver to deadlines. • Ability to work in a fast paced and changing environment. • Pro-active in raising issues with management and resolving identified problems. • Strong ICT skills and full competence in use of MS Outlook, Teams, Word, Excel and PPT; experience with the Google Suite and other video conferencing software will be highly desirable.