VACANCY ANNOUNCEMENT

The Regional Institute for Population Studies (RIPS), University of Ghana, Legon is seeking to recruit a self-motivated and highly-qualified candidate to co-ordinate its climate change projects. The projects are DECCMA and Cities and Climate Change projects, supported by the International Development Research Centre (IDRC), Canada.

POSITION: PROJECT CO-ORDINATOR
REPORTING TO: THE DIRECTOR, RIPS

Job Description
The successful applicant will be responsible for:

- Day-to-day administration of DECCMA and Cities and Climate Change projects
- Providing relevant technical support where his / her expertise permits.
- Co-ordinating meetings (physical and virtual) and harmonising the operations of the various work packages of the projects.
- Organising specialised events (e.g. conferences, workshops, seminars), which are major components of the projects
- Project reporting
- Perform other duties, as assigned

Required Qualification/Experience
1. The applicant must hold a minimum of a Masters Degree in the following areas - environmental studies, natural resource management, population and environment, coastal management, natural resources management, resource economics, development studies. Human resource development /management related qualification will be an added advantage
2. In addition, the applicant must:
   - have a minimum of 5 years of active working experience of which 2 years must have been spent in the field of environment including climate change
   - demonstrate clear leadership skills in top level management and able to work with limited or no supervision
   - be well-versed in communication and gender issues
   - demonstrate proof of strong writing and communication skills (e.g. reports, articles, awareness creation / dissemination materials)
   - have knowledge of a project management tool / software, strong financial and budgeting background
   - Be prepared to work for long hours and able to work with people of varied cultures and teams
Tenure and Remuneration

- This is a three-year full-time position to be held at the Regional Institute for Population Studies, University of Ghana, Legon
- A consolidated remuneration package of GH₵54,000.00 - GH₵60,000 per annum will be available for the three year period, starting with the minimum in year one.

How to Apply

Applications should include:

1. One-paged motivation letter demonstrating interest in the position
2. A two-paged up-to-date curriculum vitae (CV) from first degree level qualification to date of previous employment experience, job descriptions, reports, projects managed and others that meet the specified requirements,
3. Sample technical reports written by you.

Qualified applicants should address applications to:

   The Director
   Regional Institute for Population Studies,
   University of Ghana

Only email applications will be accepted. Applications should be sent to rips@ug.edu.gh
Deadline for receipt of applications is January 15, 2016. Late submissions will not be accepted.

Qualified female applicants are encouraged to apply