

# VACANT JOB

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## **Project Coordinator for the 2<sup>nd</sup> phase of the “Transnational Capacity Building Project for Deaf Associations” in West Africa**

The Ghana National Association of the Deaf (GNAD) and Danish Deaf Association (DDL) are seeking a Project Coordinator for a three-years fixed term position, starting August 1<sup>st</sup> 2017 with possibility of a future extension depending on the funding of the next phase. The Project Coordinator will work as part of the GNAD Secretariat based in Accra, Ghana, and the position reports directly to the GNAD Executive Director and is supported by the WFD West and Central Africa Regional Secretariat (WCARS). The key responsibility of the Project Coordinator is to implement the project’s activities according to the project documents, after June 2018, the Project Coordinator will be working together with a Project Training Officer.

### **The project in short**

The purpose of this project, titled “Transnational Capacity Building Project for Deaf Associations”, is to strengthen the organisational capacities of the National Associations of the Deaf in Togo, Niger, Mali, and Cote d’Ivoire, and the WFD Regional Secretariat of West and Central Africa (WCARS) based on the lessons learnt from the eight-year long project partnership between GNAD and DDL improving the capacity of GNAD to advocate for deaf people’s rights in Ghana. The project is also building on the lessons learnt from the inception phase of this project carried out 2016-17 and the previous WFD Deaf Human Rights and Capacity Building Training Project in Western and Central Africa 2009-2012. The long-term goal of the project is to increase the organisational capacities of the four National Associations of the Deaf so that they are able to advocate for the human rights of the deaf people, to participate fully in the disability movement in the countries, that the deaf people in the four countries have access to skilled SLIs, and finally that the four National Associations of the Deaf are serving as a role model for the other deaf associations in the Western and Central Africa.

The second phase is primarily focusing on capacity building of the participating deaf associations. The specific areas of intervention are strengthening the organisations’ bases, structures, and leaderships. The modus operandi is the ToT model with two trainers from each of the four countries. Furthermore, there will be developed a learning platform (both online and offline) to support the work of the trainers and the associations in disseminating the knowledge to the board members at both national and local levels. There will also be basic advocacy work including access to Sign Language (SL), i.e. rights to SL, research and knowledge about SL, and basic SL interpreter training. Finally, the WCARS is expected to play a pivotal role in promoting the transnational knowledge and experience sharing.

During the inception phase, Octagon analyses of the four national associations of the deaf and the WCARS have been carried out. The analyses are guiding the capacity building work in this phase, and are forming a baseline for the evaluation of the progress of the capacity building.

The project is funded by the Danish International Development Agency (DANIDA) through Disabled Peoples Organisations Denmark (DPOD).

### **Experiences**

A successful applicant is expected to have the following experiences:

- Previous, at least 3 years of work experience in human rights, development, or closely-related field;
- Solid knowledge and experience in project management and coordination;
- Experience in working with deaf associations and communities in developing countries;

- Experience in designing and providing capacity building training sessions and developing of training materials;
- Applied knowledge of context and capacity assessment and data collection tools;
- Managerial experience of a national association of the deaf is desirable.

### **Skills**

Following skills are required from a successful applicant:

- Ability to carry out tasks, make decisions independently, and meet deadlines;
- Facility to successfully liaise and network with colleagues, organisations of the deaf, national governments and various partners in a multicultural environment;
- Excellent communication abilities including at least fluency in one national sign language of the participating countries, good International Sign skills, working knowledge of written French and English;
- Strong understanding and proven experience of budgeting principles and financial management;
- Good analytical, interpersonal, and reporting writing skills
- Ability to think strategically and creatively;
- Knowledge of human rights questions, with special focus on deaf issues;
- Capability to assist the deaf community to build up stronger organisations;
- Ability to learn new tools, methods, and knowledge;
- Knowledge of the political context in the participating countries is an asset.

### **Qualifications**

To be considered for the position the candidate should have a background in development co-operation and human rights and preferably possess a degree in social sciences, development co-operation, education, other relevant discipline or otherwise proven qualification for the position.

### **Main responsibilities**

The Project Officer is expected to:

- Co-ordinate and carry out preparations of visits to the four countries and the annual project forum meetings, including support in logistics and practical arrangements;
- Be responsible for the implementation of the first round of ToT training;
- Communicate and support the National Associations of the Deaf and WCARS involved in the project regularly throughout the project cycle;
- Provide support to the work of the WCARS;
- Assist the national deaf associations in organising trainings and activities, both remotely and on-site;
- Supervise and coach the eight ToT trainers, both remotely and on-site;
- Manage the Local Activity Funds according to the provided guidelines;
- Prepare regular narrative and financial project reports to the GNAD, WCARS, and DDL;
- Promote the facilitation of the transnational knowledge and experience sharing;
- Other tasks required by the GNAD Executive Director;
- The position requires traveling to the project target countries and commitment to work from time to time also on weekends.

**Preference is given to those able to relocate in order to work from the GNAD office in Accra, Ghana. The position does offer a fixed lump sum compensation related to the relocation costs and a fixed monthly allowance contributing to the living costs in Accra for a successful candidate, who needs to relocate to Accra in order to assume the position.**

To apply for this position, please submit your Curriculum Vitae (CV) and a cover letter (maximum of two pages). Please ensure that your CV and cover letter clearly demonstrate how you meet the experiences, skills and qualification requirements of the role. Please provide also three written letters of reference from professional contacts. A short statement in International Sign of your experience in project work (maximum of 2 minutes), downloaded to Vimeo or YouTube with the appropriate link is an advantage but not a requirement. All application materials shall be written in English.

**Salary expectations may be mentioned in the letter of application but the final salary is determined by the project budget. For further enquiries, or to apply, please email Mr James Sambian, Executive Director: [jjsambian@yahoo.co.uk](mailto:jjsambian@yahoo.co.uk) by Friday, July 7<sup>th</sup> 2017 at 4pm (Ghana time).**

**Shortlisted candidates' interviews are expected to be carried out via Skype on Tuesday July 11<sup>th</sup> 2017 and the successful applicant is anticipated to start on August 1<sup>st</sup> 2017. The applicants' costs related to participation in the interview will not be reimbursed.**