



Vacancy Alert: Search for a Senior Projects Office

1. The Organization

Kumasi Wood Cluster Association (KWC) is a company limited by guarantee established in 2005 and based in Kumasi. We support efforts of forestry sector enterprises to build stronger organizations and manage their businesses better.

KWC's goal is to support the efforts of small-medium enterprises (SMEs) geared towards sustainable forest management and environmental protection and market creation for their products, hence our technical focus is on applying top-notch expertise and technology to develop environmental and forestry enterprises.

Our program focusing on organisational capacity development encompass;

- training of private companies in support of Forest Law Enforcement, Governance and Trade (FLEGT) implementation and the adoption of Sustainable Forest Management (SFM) practices;
- supporting technical and adaptive capacities of SMEs to achieve both national and international standards for natural resource and climate protection;
- supporting businesses and enterprises to develop and enhance their information and management systems to meet international product quality requirements and marketing regulations.

KWC has actively facilitated implementation of reforms for forest sector industry and trade associations to reinvigorate their governance and functions and is involved in their systems and policy reorganisation to strengthen and give them one voice for public and stakeholder engagement. KWC uses both its own internally developed training kits as well as tools from partner agencies for classroom type and field extension coaching to build capacities of the organisations it assists.



2. The Position

KWC has a vacancy for a Senior Project Officer (SPO) in Natural Resource Management and Environmental Science to be filled as soon as possible. This position is full time based. The critical scope of the SPO will encompass supporting grant award management, program or project management as well as the management of external relation or partners. The work of the SPO will contribute to.

- ✓ the promotion and protection of healthy forest environments;
- ✓ programs that assure responsible harvesting and value addition to trees and non-trees forest resources;
- ✓ implementing best management practices, as well as offer guidance to entities to follow environmental regulations and policies to help minimize their environmental impact on the ecosystem;
- ✓ inspection of projects and training of operators to assure compliance with regulations, specifications and standards.

This job will inevitably involve frequent travel to project sites, workshops etc. including periodically working away across Ghana.

3. General Responsibilities

- ✓ Address matters related to natural resource and environmental concerns being managed by KWC on behalf of partners and collaborators.
- ✓ Undertake consultation meetings with industry, institutions and other state agencies as required.
- ✓ Secure and implement projects in areas of your assignment.
- ✓ Liaise with relevant actors including public agencies, NGOs, private sector actors and donors to enhance the organization's profile, and also facilitate access to resources for project implementation.

4. Specific responsibilities include but are not limited to:

- a. Developing natural resources based projects/programs for funding and grant application.
- b. Undertaking grant and donor search for organization fund sourcing and supporting the development of proposals on a need basis.
- c. Supporting the strategic planning, supervising, controlling and management of multiple projects.
- d. Executing ongoing natural resources based projects within the KWC, including participating in field and extension activities.
- e. Developing work plans, monitoring and reporting on project activities and liaising with small and medium forest enterprises (SFMEs), following up with implementing partners, sub-contractors and vendors and meeting project targets.
- f. Managing the documentation and dissemination of project results, including preparation and submission of progress reports, presentations, and other program documentation.
- g. Guiding, training and tutoring users on utilization of KWC's tools.
- h. Continuously updating training and user guide information for KWC's tool and resourcing process.



- i. Establishing user's feedback channels to allow for continual refinement of tools and processes.
- j. Managing and facilitating the flow of essential and relevant information with other project staff.
- k. Reviewing project reports and preparing information materials for briefing and reviewing.
- l. Evaluating and solving potential field problems or referring them to the General Manager for further discussions as and when needed.
- m. Preparing correspondence and documentation as required.
- n. Building the rapport with relevant actors including public agencies, NGOs, private sector actors and donors to enhance KWC profile.
- o. Performing any other additional assignments and responsibilities as assumed or requested by the General Manager or Project Leader.

5. Education and Qualifications

The Applicant or SPO shall have the following qualification and competencies.

- A minimum of Master's degree or higher in Natural Resource Management, Environmental Science, Agriculture and related areas.
- A minimum of three (3) years working experience in developing, implementing and evaluating programs or projects in a private, public or nonprofit organisation.
- Demonstrated knowledge in research methods. High level of strategic thinking, planning and attention to detail.
- Demonstrated ability to collaborate with staff, colleagues and partners and also working independently with minimum supervision.
- Very strong writing ability, strong interpersonal, group facilitation and oral communication and presentation skills.
- Strong work ethic with a high degree of energy, sense of initiative and pro-activity.
- Significant knowledge of the natural resource and environmental sector especially the timber industry, agriculture, climate change and sustainability.
- At least an intermediate level of proficiency with MS Excel, Word and PowerPoint.
- Knowledge in SPSS, MS Project or any other analysis and project management software and practical experience of working in a matrix or project-based environment will be an advantage.

6. Application Process

The application must include the following:

1. A letter, expressing interest in the position and outlining how the individual meets the consideration based on their qualifications, experience and their understanding of the roles and responsibility.
2. Curriculum Vitae.
3. Evidence/proof of similar work done at reputable organization(s).
4. Three (3) referees with contact details.



Please submit your applications by email to: gustavadu@gmail.com with copies to kwghana@gmail.com. Kindly direct all enquiries to this same address. Only shortlisted candidates will be contacted.

CLOSING DATE: 12.00 noon GMT, February 22, 2021.