



## Job Description for Programme Director, Bees for Development Ghana

Due to an expanding portfolio of work, **Bees for Development Ghana** is excited to announce that we are looking for a new team leader to work with us to support rural livelihoods and safeguard the natural environment through beekeeping and honey trade. The right person will have a passion for sustainable development with the skills and ambition to help our small organisation to grow.

The role will appeal to someone who understands the contribution beekeeping can make to rural livelihoods. Whilst knowledge and experience of beekeeping will be advantageous, an enthusiasm to learn about the technical aspects from our own experts will be valued. The role will focus on programme oversight and development and business development. We are looking for someone able to form new relationships with partners and donors, so that we can expand our reach and impact.

The ideal candidate will be a mid-career professional, with the skills, ambition and imagination to invest in our young Ghanaian NGO. The candidate will be excited about the opportunity to join the wider Bees for Development family and will share our aims and our values, which see bees and beekeeping as integral to the wealth of rural Ghanaians and to the health of natural ecosystems.

To find out more about Bees for Development please visit our websites

[beesfordevelopmentghana.org](https://beesfordevelopmentghana.org)

[www.beesfordevelopment.org](https://www.beesfordevelopment.org)

### Job description and Job-holder attributes

Job Title	Programme Director
Reports to	Executive Director
Organisational Management	Member of the Senior Management Team
Terms of Employment	Fixed Term (one year, following successful probation period, with expectation of extension based on performance and availability of funding)
Location	Ghana. Working location to be decided.

### Bees for Development Ghana

Bees for Development Ghana (BfDG), is an inclusive Ghanaian NGO, established in 2015, working to support sustainable livelihoods through integrated apiculture development and natural resources management. In 2021 we established our own social enterprise, to provide a route to market for honey producers. We strive to make beekeeping accessible for the most vulnerable and disadvantaged Ghanaians and are very enthusiastic about helping women benefit from the benefits beekeeping can bring. Our main areas of operation are in Afram Plains, near Donkorkrom and in the cashew belt, based around Techiman. Bees for Development Ghana enjoys a supportive relationship with partner organisation Bees for Development UK, with whom it shares the same aims and values. Now firmly established in the Ghanaian honey and beeswax sector we are seeking an experienced

and highly motivated Programme Director, with the strategic vision to strengthen all strands of the organisation's work.

## **Role Purpose**

The purpose of the role is to drive the sustained growth of the organisation by: providing direction and oversight to projects to ensure quality delivery; designing new projects and writing winning funding proposals; representing BfD Ghana and developing relationships with potential funders. This role provides the right candidate with a significant opportunity to develop their own career and could lead to a future leadership role. At present BfDG's existing human resource capacity is commensurate with current projects, allowing the successful candidate space to develop new projects and to strengthen BfDG's project management capability going forward. The funding for this role is contingent on BfDG meeting certain milestones, its ability to win new funding streams and achieve greater impact.

## **Specific roles and responsibilities of the post holder**

### **A. Programme implementation (40% of role)**

- Prepare, manage and review work plans for project activities, together with staff and stakeholders;
- Ensure that project activities are implemented on scope, budget and time and in accordance with donor agreements and government regulation.
- Review progress regularly in meetings with staff and stakeholders and submit quarterly internal reports outlining progress, issues and actions being taken;
- Working with BfDG's project team and other stakeholders follow a project monitoring and evaluation methodology that meets basic monitoring and outcome reporting requirements;
- Ensure regular data collection and analyses are pursued using appropriate tools and methods;
- Ensure projects' theory of change, log frame, and data collection plans are in place and regularly reviewed;
- Lead baseline, mid-term, final evaluation and external evaluations, ensuring that learning and recommendations from those evaluations are documented to inform future programming;
- Ensure the timely submission of narrative and financial reports to the donor/s and other stakeholders as per reporting requirements;
- Work closely with stakeholder organisations to document lessons learned and facilitate dissemination using various platforms (face-to-face, virtual, printed, electronic).
- Work with the project team to implement internal project financial controls and to ensure grant management procedures are followed;
- Review budget monitoring reports, conduct variance analyses and provide timely explanations and corrective actions for any significant variances;
- Ensure that all procurement of goods and services follow applicable financial standards and comply with donor and government regulations;

### **B. Programme design and expansion (40% of role)**

- Lead design of project concepts and develop proposals in pursuit of BfDG's strategic objectives, with emphasis on beekeeping, honey trade development and natural resource management, including cross-cutting themes (knowledge management, youth and gender);
- Identify donors able to support BfDG's projects, and win funding bids;
- Ensure project proposals are founded on in-depth analysis and sound knowledge of the problems to be addressed and operational realities;
- Ensure participation of stakeholders in project design and support team work;

- Ensure the needs and priorities of disadvantaged groups of a society, such as women, people with disabilities and unemployed youth, are clearly defined and catered for;
- Apply vision and imagination to expand the scale and reach of BfDG’s work.
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**C. Stakeholder engagement and coordination (10% of role)**

- Maintain and develop a close working relationship with Bees for Development UK and its global partners to ensure BfDG grows its reputation internationally;
- Build and sustain effective partnership with relevant stakeholders at all levels (beneficiaries, community representatives, government, donors, other NGOs and private sector actors);
- Facilitate regular partnership meetings, set agenda, record deliberations, and share meeting outcomes;
- Represent BfDG in relevant stakeholder meetings and platforms;
- Explore partnership opportunities to expand BfDG’s programme.

**D. Staff management (10% of role)**

- Ensure new programme staff have the right academic and professional merits;
- Build the professional competence and productivity of staff based on capacity needs assessment and capacity building programmes;
- Support programme staff to play their roles in project implementation and reporting;
- Demonstrate team spirit and ability to motivate staff, effective leadership and a drive to constantly improve the organisation’s performance;
- Exhibit open-minded qualities and continuously seek feedback on own performance both from his/her line managers and reportees;

## Academic and professional qualifications

Essential	Desirable
Education, qualifications and other knowledge	
MSc degree in Natural Resources Management, Apiculture Development, Agriculture or in another relevant field.	An advanced diploma or degree in project management, computer applications, and M&E from a reputable institution would be an asset.
Professional experiences	
A minimum of 8 years relevant and practical experience in all stages of the project management cycle, in related sectors.	Proven track record of establishing and building strong and effective relationships with partners, donors, government and private sector organisations.
Proven track record of project design and success in winning funding bids.	
A deep understanding of participatory community-based project approaches, gender	Demonstrable experience in facilitating farmers’ access to profitable markets.

mainstreaming in development, value chain analysis or market-based approaches.	
Experience in financial management, including the ability to develop, read and manage budgets; and rapidly spot potential issues and solutions.	
Solid experience in programme management with the ability to develop and translate plans into cost-effective operations and activities, in line with identified and available resources and budgets, donor requirements and other conditions.	
Demonstrated leadership, line management and team building experience - including appraisal and managing of under-performance.	
Strong ability to identify problems and solve complex issues strategically.	
Ability to communicate effectively across teams and partners.	
Excellent information management, networking and communication skills.	
Able to manage the workload of staff to allow for a healthy work life balance and build a positive, open and collaborative working culture.	
Skills	
Good knowledge of Windows including Outlook, Excel, and Power Point.	Knowledge and skills in GIS and Remote Sensing applications will be an asset.
Excellent skills in negotiation and in recognising the synergy between BfDG's aims and those of relevant stakeholders and donors.	
Excellent written, oral communication and presentation skills with the ability to work with Government, donor and private sector stakeholders, nationally and internationally.	
Ability to adapt communications about the impact and relevance of BfDG's work to different audiences including to the general public in UK, who currently make personal donations to BfDG.	

Excellent record of writing including briefs, project reports, communication and dissemination materials.	
Fluent written and spoken English.	Ability to understand and communicate in Akan and/or other Ghanaian languages
Ability and willingness to travel widely and frequently to rural areas.	

## Values

- a. **Participation:** BfDG involves key stakeholders in the entire process of programme formulation, implementation, learning and improvement for a common end.
- b. **Pro-poor development:** BfDG will put unemployed youth, women, people with disabilities and the very poor at the centre of its development interventions.
- c. **Excellence:** BfDG will be guided by professionalism, generation of knowledge, documentation and sharing.
- d. **Sustainability:** we will work for lasting impacts to communities and the nation evolving from our strategic and coordinated actions.
- e. **Safeguarding:** BfDG is committed to ensuring that no beneficiary or staff members come to harm as a result of their association with BfDG.

## What we offer

- A competitive remuneration package based on experience.
- A highly motivated team of colleagues in Ghana
- Partnership working with the international organisation Bees for Development
- A unique opportunity to actively contribute to the future development of an expanding, relevant, Ghanaian NGO
- One year contract, with expectation of extension
- A challenging job in an exciting field, with the opportunity to forge new projects and programmes and achieve transformational change for people and landscapes in Ghana.

[Download Application Form and Apply Here](#)

## Deadline and interviews

The deadline for applications is 29 January 2023.

The first round of interviews will take place during the week beginning 6 February 2023.

Second round interviews will take place during the week beginning 13 February 2023.