



Position Title: Country Manager, Ghana
Position Location: Tamale, Northern Ghana
Reports to: Regional Director
Contract Term: 1 year, with possibility of extension
Status: Full time, fixed-term contract
Salary Range: Commensurate with experience
Travel Requirement: Frequent international travel to project site may be required

PROJECT SUMMARY

The Cooperative Development Foundation of Canada (CDF Canada) has received a multi-year grant from Global Affairs Canada (GAC). The project is entitled “4R Nutrient Stewardship Project (4R-NSP)”. CDF Canada will implement the project in partnership with Fertilizer Canada, representative of manufacturers, wholesale and retail distributors of nitrogen, phosphate, potash and Sulphur fertilizers. The International Plant Nutrition Institute (IPNI), a not-for-profit, science-based organization dedicated to the responsible management of plant nutrition and the Social Enterprise Development (SEND) Ghana, a local implementing partner. The goal of the project is to improve socio-economic well-being and resilience of smallholder farmers, particularly women through improving agricultural productivity and sustainability.

This project will promote the 4R fertilization method (right time, right rate, right source and right type) through lobby and advocacy initiatives with the national government. It will also support smallholder farmers to address fundamental causes of food insecurity while laying the foundation for long term economic prosperity through the Integrated Cooperative Models (ICM). 4R-NSP will develop a value chain with a strong focus on gender equality and will advocate for the implementation of 4R principles by regulatory authorities and multi-lateral organizations (FAO).

POSITION SUMMARY

The Country Manager is a key position within CDF Canada project team, with supervisory and managerial responsibility of overall aspects of 4R-NSP project coordination and implementation. The Country Manager works closely with SEND Ghana and reports to the Ottawa based Regional Director to provide the vision and leadership in project implementation, coordination and monitoring overall performance.

The Country Manager leads the coordination, financial and administrative compliance and monitoring of the project, engendering a collaborative team spirit focused on achievement of project goals and objectives. The Country Manager ensures that the 4R-NSP is planned and executed with quality, accountability and measurable impact. The Country Manager will liaise with the local GAC team and represent the project among the INGO communities and government ministries and agriculture research institutions.



ESSENTIAL JOB FUNCTIONS

Project Management & Implementation

- Represent the interest of the Government of Canada - as well as the interest of CDF Canada in the delivery of project results.
- Lead the facilitation, coordination, development of annual work plans. Provide managerial and programmatic oversight to sub-grantees.
- Manage all operations related to the project according to the agreed upon Project Implementation Plan (PIP), RBM tools and work plan – troubleshooting as needed to prevent disruptions in daily project activities.
- Oversee the project Monitoring and Evaluation system and ensure that information is organized according to the reporting and auditing needs of the project; track impact and calibrate project strategy and implementation accordingly. Document process and achievements to ensure best practices are captured and disseminated.
- Support all efforts towards accountability - to beneficiaries and to GAC's RBM standards. This includes understanding and following established GAC/CDF guidelines and actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of projects.
- Ensure effective and efficient management of project's compliance with planning, monitoring, evaluation, performance and reporting.
- Ensure adherence to local legal requirements.
- Produce annual and semi-annual reports and ensure that reporting schedule is met on time and project objectives are achieved as per the Contribution Agreement with GAC.
- Ensure successful and positive relationships are fostered and maintained, project targets are achieved and there is direct accountability with our local partner, IPNI and FC through regular meetings and communication.
- Coordinate and share information with the Regional Director to ensure overall project targets and donor obligations are being achieved – make concrete recommendations for improvement as required.
- Ensure that all output and efforts follow CDF Canada and GAC quality standards, best practices and that the Project is technically sound.

Financial Management & Administration

- Manage close coordination and sharing of information with GAC local team, FC and IPNI, national agriculture research institution and other stakeholders such as other donors, other NGOs, and local authorities.
- Ensure proper logistics, administration, human resources and transport needs of the project are directed within CDF Canada and with the maximum benefit to the project.
- Manage the recruitment, hiring and training of staff, ensuring candidates possess the skills, competencies and experience that will directly contribute to the successful implementation and advancement of the project goals and objectives.
- Manage staff performance and ensure that policies and procedures are in place in accordance with CDF Canada Human Resources practices.
- Coordinate and/or consult with Director of People & Systems (Human Resources) at CDF



Canada relative to employment and/or dismissal of local staff working on the project.

- Provide direct and ongoing supervision and managerial support to all staff on the project.
- Maintaining strict budgetary adherence and monitoring.
- Ensuring review and timely submission of regular financial reports.
- Exercise sound judgment to ensure project expenses are reasonably and prudently managed, coupled with meeting CDF and GAC eligibility criteria.
- Ensure all project funds are used appropriately in accordance with CDF financial policies and controls and GAC regulations.
- Assist and support the Regional Director with forecasting expenditure surpluses and deficits to ensure adjustments are made to the project in a timely fashion.
- Work closely with CDF's Director, People & Systems and the country team's security focal point to develop and maintain systems that ensure the safety and security of the team in all aspects of its work.
- Assist, coordinate and implement security protocols in compliance with CDF Canada's International Safety and Security guidelines and policies.

Organizational Development

- Recommend Project priorities and explore new opportunities that leverage impact and/or complement core 4R-NSP activities.
- Ensure establishment and maintenance of strategic partnership with donors, INGOs and UN agencies in Country.
- Conduct himself/herself both professionally and personally in such a manner as to bring positive recognition to the CDF Canada Ghana project.
- Support all efforts towards accountability and Project quality, specifically to GAC standard guidelines and RBM tools while actively engaging beneficiary communities as equal partners in the design, monitoring and evaluation of our field projects.
- Support CDF Canada's new business development efforts in-country and regionally.

Level of authority

- Make day-to-day operational decisions at the field level and financial decisions at the Project level with input from the Regional Director.
- Represent CDF Canada in the country, in national and regional meetings and environments relevant to CDF Canada project objectives.
- Liaise with the Regional Director to monitor project operational and financial progress and comment on financial and narratives reports.
- Be the resource person and support for Canadian staff, dignitaries and/or visitors when in the country.

Supervisory Responsibility

The Country Manager is responsible for directly/indirectly supervising approximately 10 national staff and work closely with the SEND Ghana team.



KNOWLEDGE AND EXPERIENCE

- A minimum of ten (10) years of international and senior level business experience in a related role (or similar private sector experience).
- Bachelor or master's degree in Agricultural Science, soil science, crop production.
- Fluency (written and verbal) in English is required.
- Experience managing agriculture research focused development projects.
- Demonstrated experience with agribusiness, seed systems, crop production research, and/or economics.
- Experience in project management related to agriculture, food security, women empowerment and economic development.
- Project Management professional (PMP) designation is an asset.
- Previous experience managing Global Affairs Funded projects and a strong understanding of Result Based Management Framework (RBM) tools (LM, PMF) in an African context (preferably Ghana).
- Co-operative sector knowledge and experience is an asset.
- Demonstrated ability to mobilize stakeholders into partnerships and alliances, lead and facilitate collaborative processes.
- Understanding and appreciation of business principles, international development and CDF's approach to creating business solutions to poverty.
- Complex Project management experience and demonstrated success building, managing and leading a team of professionals.
- Demonstrated experience in gender mainstreaming and women economic empowerment.
- Strong writing, communication, organization, prioritization and negotiating skills.
- Proven financial management skills.
- Experience in maintaining strong/productive relations with implementing and strategic partner agencies, including coordinating with government authorities and counterparts.
- Strong computer literacy with a full knowledge of office applications.

KEY COMPETENCY REQUIREMENTS

- Adaptability
- Accountability
- Developing and Maintaining Relationships
- Innovation
- Interpersonal Communication
- Leadership Skills
- Planning and Organizing
- Problem Analysis and Resolution
- Professional Integrity
- Strategic thinking



SUCCESS FACTORS

The successful candidate will possess strong leadership skills, with the ability to maintain a broad perspective. He/she will undertake innovative approaches, be agile in the conceptualization of new project ideas, and will be well versed in strategic thinking and planning. The ideal candidate should be conversant with women focused and value chain and economic development projects and should have demonstrated cultural knowledge and sensitivity. The ability and desire to grow individually and professionally in a difficult environment is also a key to success.

Application Process

- Applications must include a resume and cover letter, to be submitted to apply@cdfcanada.coop **no later than 4:00 p.m. Friday, April 19, 2019.**
- Applications will be reviewed on an as received basis.
- Applications submitted after the deadline will not be accepted.
- We appreciate all expressed interest in this position, however, only the candidates selected for an interview will be contacted. If you are contacted for an interview, please advise if you require special accommodation.
- CDF Canada is an equal opportunity employer.