

“The toughest job you’ll ever love.”

Director of Operations (Rural, Ghana) Interviews, Feb 2018 - Starting Spring 2018

Jobs like this do not come around very often! If you really want to make a measurable difference in the fight against poverty in remote rural villages in Africa this is the opportunity for you. We guarantee this role will test all your skills to their limits but will also be the most rewarding job you will ever have.

You will lead, inspire and guide a young, dedicated, team of 10, mainly Ghanaian employees and up to 70 European, Australian and American volunteers per year. Do you have an energetic management style that will ensure our volunteers get the experience they are expecting. You will be responsible for project delivery of our water and sanitation, girl empowerment and educational construction projects.

Village by Village believes high challenges need high support. We will provide 24hr a day 7 days a week phone/video support from the UK and 20 days of in-country training. The successful applicant will have their own local cottage a short distance away from our base in the remote village of Abenta. Also included is access to a Toyota Hilux 4x4 and 2 x Land Rovers, a motocross bike and one flight home and 35 days holiday a year.

This role requires dynamic tenacity, integrity, enthusiasm, empathy and a driven personality with a good sense of humour. Someone who has the capacity to lead from the front for long periods of time, whilst living and working with people from many backgrounds and cultures. The applicant needs to be able to work autonomously in Ghana with remote support from Village by Village’s Head Office in Manchester, UK.

N.B. This role is suitable as a job share for a couple or can include a trailing spouse.



The Ghana Team as of Nov 2017

Brief Description of the role

The aim of the Director of Operations is to ensure the delivery of the charity's projects in remote rural villages in the Eastern region of Ghana and support/develop our partners in Togo and Burkina Faso. The role has responsibility for:

- Delivery and management of the projects
- Monitoring & Evaluation of projects
- Budgeting, accounting and reporting back to the UK
- Management of the staff & volunteers in Ghana
- Responsibility for the maintenance of VbyV's vehicles and equipment
- In country fundraising
- Health & Safety

The successful individual will be required to work with and lead local team members to achieve the goals of the various projects. The role will entail a lot of planning, organising and monitoring of projects to a high standard and it will include people management and your excellent interpersonal skills to ensure the team is working efficiently. The individual will also be required to assist with the development of new projects with the support of the CEO who is based in Manchester, England.

This will include delivery of the organisation's projects in the field, working closely with communities in poverty and cultural sensitivity and appropriateness is essential. Training will be provided.

Day to day activities will include project delivery in the field (training will be provided) and planning/scheduling with other staff members, monitoring projects, developing links in communities and with other NGO's, overseeing a budget and balancing those budgets. Interacting with international volunteers, village Chiefs and other Ghanaians to promote the aims and objectives of the charity.

IMPORTANT - We want the right person, so we are recruiting not only on skills and experience but on our values of dynamic tenacity, integrity, empathy and being a driven personality with a good sense of humour. Your core values are really important to us to ensure we are the right fit for you.

Break the ice and make a call if you want an informal chat **0161 870 6300**

Skills & Experience

Task	Essential	Desirable
Communication	Excellent spoken & written English. As English is the language of the projects	Twi /Ewe
Driving	Driving licence (International or Local)	Experience of 4X4 off road driving
IT / Internet / Computer Skills	MS Office Email, Google docs File Management	Working knowledge of Google Drive, Slack and Wunderlist,
Leading a team	Energetic management style. Ability to motivate others and develop staff. Ability to be the bridge between donor's needs and grass root project delivery	Good memory for names and faces H&S training First aid Training
Working with a team, who are mainly Ghanaian	Interpersonal skills Task Management Time management Multi tasking, able to deal with people of other cultures, Sense of humor	Able to learn and respect others cultures
Managing finances	Basic understanding of running a budget. Knowledge of spreadsheets Good Maths	Cloud computing: Zero, FreeAgent
Management, Monitoring and Evaluation of a project	Able to draw up a project plan (along with CEO) deliver the project and monitor progress. Basic understanding of M&E.	Experience of Monitoring and evaluating a project
Experience of living and/or working in a developing nation	Previous experience of a developing country. Tolerance & patience.	Interacting with local rural communities in villages in poverty in Ghana or West Africa.

	Previous volunteering experience.	
Experience of working with volunteers from Europe, American or Australian cultures	Experience of managing volunteers. Experience of living and/or working in Europe, America or Australia	Being educated, living in or working in Europe, America or Australia
Photos & Social Media	Willing to keep VbyV's Social Media accounts up to date with interesting content. Experience of using social media on your smart phones	Experience of using a DSLR. Photoshop knowledge Instagram/Facebook etc. Video and filmmaking
Construction knowledge		Basic knowledge of construction.

You will be located at our based in a remote, rural, village in poverty, called Abenta which is near Adawso in the Eastern Region, 2 hours from the capital Accra. The charity will provide your own private accommodation as part of your package, which will be basic and clean.

Total Package - £13,300 (76,800Ghs) pa paid locally in Ghs,

Salary paid in-country - **£10,000 (60,000Ghs)**

Travel/Health Insurance - £300

Local accommodation & food - £2,000

A flight to Europe once a year - £500 (An alternative for local recruits)

Registration for the foreign residents card/permit, medical and police report - £500

Plus

35 days holiday a year, access to a Toyota Hilux 4x4 and 2 x Land Rovers, a motocross bike.

If you're interested, send an email to the CEO neil@villagebyvillage.org.uk with:

- CV / resume
- Statement of experience and suitability
- Current location
- Nationality
- Instagram username
(If you feel happy to share, it will help us understand your MS experience and knowledge)
- Available starting date

Deadline for applications	12th February 2018
Date of 1st interview (Skype)	13th - 15th February 2018
Date of 2nd interview	16th February - 3rd March 2018
Job offer by	4th March 2018
Start Date	Starting Spring 2018 (Paid Training in Ghana)

To find out more about the charity:

<http://villagebyvillage.org.uk/>

http://twitter.com/village_ngo

<http://www.facebook.com/villagebyvillage>

<https://www.youtube.com/user/VillagebyVillage>

https://issuu.com/nkerfoot/docs/final_village_by_village_annual_rep