

VACANCY ANNOUNCEMENT

GHANA WOMEN AND YOUTH EMPLOYMENT AND SOCIAL COHESION (GWYESCO) PROGRAMME

Ghana Women and Youth Employment and Social Cohesion (WYESCO) Programme.

The Social Investment Fund (SIF), as the Implementing Agency for the Ghana Women and Youth Employment and Social Cohesion (GWYESCO) Programme, invites suitably qualified and experienced persons to apply for the following positions for the full formation of the Project Implementation Unit (PIU).

1.0 GENDER & SOCIAL INCLUSION OFFICER

Role

To lead the mainstreaming of gender equality, social inclusion, and vulnerable group participation across all programme components. Promote gender equity, women's empowerment, and inclusion of vulnerable groups across the programme

Key Responsibilities

- Coordinate implementation of the Gender Action Plan (GAP)
- Ensure inclusion of women, youth, persons with disabilities, and vulnerable groups
- Monitor gender-disaggregated indicators and results
- Support grievance redress and stakeholder engagement activities
- Prepare gender and social inclusion reports
- Develop and implement the programme gender action plan.
- Conduct gender analyses to inform design and implementation.
- Ensure disaggregated data collection (sex, age, disability).
- Lead community outreach on SEA/GBV prevention and protection.
- Integrate gender-responsive budgeting.
- Coordinate with women's groups, youth groups, and CSOs.
- Support monitoring and reporting of gender indicators.

Qualification & Experience

- Minimum of a Master's degree in Gender Studies, Social Development, Sociology, Development Studies, or a related field.
- At least 5–7 years of professional experience in gender mainstreaming, social inclusion, or community development programmes.
- Experience working with women, youth, and vulnerable groups

- Demonstrated experience integrating gender, youth, and vulnerability considerations into programme design and implementation.
- Experience working with public sector institutions or donor-funded or development partner-supported programmes.
- Strong stakeholder engagement and reporting skills.

2.0 MONITORING & EVALUATION (M&E) OFFICER

Role

To coordinate results measurement, performance tracking, and reporting under the programme's Results-Based Financing (RBF) framework.

Key Responsibilities

- Implement the programme M&E framework and indicators
- Track DLR/DLI progress and results
- Support data collection, validation, and reporting
- Coordinate baseline, mid-term, and end-line evaluations
- Prepare periodic performance and results reports

Qualification & Experience

- Minimum of a Master's degree in Monitoring & Evaluation, Economics, Statistics, Development Studies, Public Policy, or a related field.
- At least 5–7 years of relevant experience in M&E for donor-funded or development programmes.
- Demonstrated experience with Results-Based Financing (RBF), or performance-based frameworks.
- Experience working with national M&E systems (NDPC, GSS) and supporting verification or evaluation exercises.
- Strong analytical, data management, and report-writing skills.

3.0 ENVIRONMENTAL & SOCIAL (E&S) OFFICER

Role

To ensure compliance with environmental and social safeguards in line with national laws and programme requirements. Ensure compliance with AfDB environmental and social safeguards across all programme activities.

Key Responsibilities

- Conduct environmental and social screening of activities
- Support preparation and monitoring of ESMPs
- Ensure occupational health and safety compliance
- Monitor contractor and consultant safeguards performance
- Prepare environmental and social compliance report
- Conduct environmental and social screening for each subproject.
- Develop ESMPs, RAPs, and mitigation strategies.
- Train implementing partners, contractors, and beneficiaries on E&S safeguards.
- Lead stakeholder consultations and manage the grievance redress system.
- Monitor field sites for compliance with AfDB ISS requirements.
- Prepare quarterly E&S compliance reports.
- Ensure gender, climate resilience, and social inclusion considerations are embedded.

Qualification and Experience

- Minimum of a Master's degree in Environmental Management, Environmental Science, Natural Resources Management, or a related field.
- At least 5–7 years of experience in environmental and social safeguards implementation.
- Experience working on donor-funded or externally financed projects
- Demonstrated experience conducting environmental and social screening, ESMP monitoring, and compliance reporting.
- Familiarity with national environmental laws and safeguard systems.
- Experience working on infrastructure or community-based programmes is an advantage.

4.0 MICROFINANCE & MSME FINANCING OFFICER

Role

To support access to finance for MSMEs through microfinance and financial inclusion interventions. Manage financial inclusion activities, credit lines, and microfinance support to MSMEs and vulnerable groups.

Key Responsibilities

- Coordinate MSME financing and financial inclusion activities
- Liaise with MFIs and financial institutions
- Monitor loan disbursement and utilisation
- Track financial inclusion indicators and results
- Prepare financing and performance reports
- Support the design and implementation of credit schemes.
- Conduct due diligence on financial service providers.
- Train beneficiaries on financial literacy and loan management.
- Monitor loan disbursement, utilisation, and repayment.
- Ensure alignment with AfDB's financial management standards.
- Prepare quarterly financial inclusion reports.

Qualification and Experience

- Minimum of a Bachelor's degree in Finance, Economics, Banking, Business Administration, or a related field.
- At least 4–6 years of experience in microfinance, SME financing, or financial inclusion initiatives.
- Experience in donor-funded financial inclusion or MSME programmes
- Demonstrated experience liaising with financial institutions or MFIs.
- Knowledge of MSME financing instruments and financial inclusion frameworks.
- Strong analytical and monitoring skills.

GENERAL REQUIREMENTS

- Demonstrated experience in donor-funded or public sector programmes
- Strong reporting, coordination, and stakeholder engagement skills
- Knowledge of Ghana's public sector systems is an advantage

MODE OF APPLICATION

Interested applicants should submit:

- An application letter
- Curriculum Vitae
- Copies of relevant certificates