

Communications, Monitoring & Evaluation Officer

Description

Challenging Heights is a leading grassroots organisation in Ghana, at the forefront of the fight against child trafficking. After 12 years of working to rescue, rehabilitate and reintegrate child survivors of slavery and numerous awards, we have a lot to be proud of. However, we are always striving to do and be better, so we are looking for someone to design and implement monitoring and evaluation tools of our various programmes and support our outreach and advocacy through communications as our Communications and Monitoring & Evaluation Officer.

If you are someone who is passionate about getting results, communications, and using data to address and end some of the greatest injustices of our time then we might be looking for you. More information about us and what we do can be found via our website, challengingheights.org.

Responsibilities

This role will be divided 50/50 between Communications and Monitoring & Evaluation.

Communications:

- Responsible for Challenging Heights' online media presence, including maintaining the website, and managing social media platforms (Instagram, Twitter, Facebook, YouTube).
- Marketing the organisation, extending our reach, and generating income for the organization.
- Writing monthly email newsletters and updates to donors.
- Light website administration and maintaining up to date information.
- Responsible for the development and creation of the CH annual report.
- Maintaining, developing and cataloguing all communication materials in a database to be used by the organisation and its partners.
- Taking pictures, videos, and creating other visual media which will be used in Challenging Heights' promotions and campaigns.

Monitoring & Evaluation

- Responsible for the design and development of projects which respond to monitoring and evaluation outcomes.
- Generate and provide required information and data on all variables and indicators – outputs and outcomes – required for preparing projects reports and proposals.
- Implement all monitoring and evaluation processes of our programmes including facilitating projects baseline, mid-term and end-of-project reviews.
- Lead in the development of competitive bidding proposals within the framework of the strategic plan, the 10-year impact report, and the outcomes of the organisation's monitoring and evaluation outcomes and needs.
- Monitor overall projects implementation against annual work plans and provide updates.
- Keep the projects managers and the project team advised on the progress and issues which may affect the successful achievements of projects expected results.
- Ensure documentation of key processes, progress and lessons from Challenging Heights projects and contribute to Challenging Heights' knowledge management practices.

Skills

- Minimum bachelor degree in international development/relations, statistics, communications or any related programmes. A master's degree is an advantage.
- Minimum 1-2 years experience in a similar role.
- Excellent interpersonal and relationship skills.
- Excellent verbal and written communication skills in English.

- Critical thinking skills and high level analytical skills.
 - Excellent IT skills including proficiency in Word, Excel, Access, Powerpoint, Google Suite, WordPress and database software.
 - Track record in project monitoring and evaluation systems design and implementation, including knowledge in database design, management and analysis.
 - Research skills, and knowledge of international development or human trafficking is a significant advantage.
 - Candidates should have sufficient prior experience in media, especially social media and photography work experiences, and have a strong desire to work in Africa.
 - Experience living internationally preferred.
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Start Date & Salary

- We are looking for someone who can start as soon as possible, and the successful candidate will be required to relocate to Winneba, Ghana. We are looking for a commitment of minimum one year.
 - Challenging Heights will cover the costs of a work/resident permit, housing and offer a local salary. Please note that the successful candidate will be responsible for their own relocation expenses.
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How to Apply

Please submit a CV and covering letter, no more than two sides in length, **explaining your suitability for and interest in the role, as well as a preferred start date to Jessica Reed**, at jreed@challengingheights.org and info@challengingheights.org before 5pm (GMT) on 10th January 2020. Emails should be sent with the subject line “[Your Name] Application for Comms/M&E Officer”.

Please note that interviews will be held on a rolling basis and the position may be filled before this date.