



## TOR for Programme Coordinator - Ghana CSOs Platform on SDGs

**Position Title:** Programme Coordinator  
**Organization:** Ghana CSOs Platform on SDGs  
**Location:** Accra

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### Position Summary

The Civil Society Platform for Sustainable Development Goals (CSO Platform on SDGs) was established to ensure more coordinated civil society efforts in achieving the SDGs in Ghana. The Platform counts 450 member organisations, including coalitions, associations, unions, community-based organisations, local, national and international non-governmental organisations and religious groups.

The role of the Coordinator is to coordinate general activities of the CSO Platform on SDGs, to support the Co-Chairpersons of the Platform, and support the Platform conveners and Platform members in coordinating efforts towards achieving the SDGs in Ghana.

### Key Roles and Responsibilities

- Coordinate activities to organize workshops on Access to Data to Inform Evidence-Informed Policymaking and SDG Advocacy in Ghana for civil society groups in all the regions.
- Coordinate efforts of the Platform on contributing to the Joint SDG Advocacy Messages with the UN Communication Group.
- Facilitate information sharing between state actors, platform members, Co-Chairpersons, and other strategic partners.
- Organise a Steering Committee meeting in collaboration with the three Co-Chairpersons.
- Support the process of strategizing towards reporting on the SDGs
- Planning, budgeting, and implementation of project activities, including content generation and inviting facilitators and resource persons.
- Lead grant proposal writing, grant management and reporting the same.
- Engage all external stakeholders, namely government and its agencies in collaboration with the Co-Chairpersons.
- Lead and liaise with members of the Platform and other stakeholders to produce common positions on the implementation of SDGs in Ghana.
- Develop a system to stimulate greater citizen participation in the country's SDGs implementation issues.
- Engage stakeholders for forming district networks.
- Support Platform Conveners in ensuring that the SDG Platforms are active and vibrant
- Membership drive including reaching out to potential new members and updating the membership list.
- Update database for districts members in line with their specific goals.
- Regularly update social media platforms of the Platform (Facebook and Twitter) and general communication
- Perform other administrative duties as needed



## Skills and Competencies

- **Flexibility:** Ability to thrive in an independent and entrepreneurial environment; ability to demonstrate flexibility in the face of change and competing priorities.
- **Organization:** Strong time-management and workflow management skills and ability to meet deadlines.
- **Communication:** Ability to communicate, verbally and in writing, effectively to a wide range of audiences in a professional manner.
- **Client Service:** Must be mature, thoughtful and articulate, and have the confidence to interact one-on-one with management teams internally and externally when necessary.
- **Broad Understanding of Sustainable Development Goals concepts:** Awareness of fundamental SDGs principles landscape in Ghana.
- **Computer/Technical Skills:** Advanced proficiency of MS Office Suite, basic website management skills and social media. Ability to pick up new technology quickly and intuitively.

## Educational, Skills and Experience Requirements

- Applicant should have a Bachelor Degree in the related field.
- A minimum of 3 years working experience in a relevant field.
- Must be prepared to multi-task.
- Experience using or establishing digital platforms (e.g. websites, social media accounts)
- Strong command of oral and written English
- High levels of integrity and ethics

**Females are encouraged to apply.**

### How to apply:

Qualified and interested applicants should submit their Cover letter and CV documents in a single document in **PDF only** with three (3) professional referees to [career@sendwestafrica.org](mailto:career@sendwestafrica.org) with the subject heading “**Coordinator CSOs Platform on SDGs**” addressed to the **Chair of Steering Committee, Ghana CSOs Platform on SDGs**.

*e.g. Jones Asmah - Programme Coordinator CSOs Platform on SDGs*

**Closing Date: 11:59pm GMT, August 25, 2022.**

**NB:** Given the anticipated volume of submissions, only highly qualified candidates will be contacted.