

MANAGER



SWISS
FOUNDATION
FOR TECHNICAL
COOPERATION

Swisscontact is a global non-profit foundation based in Zurich, Switzerland, dedicated to inclusive economic development through private sector-driven approaches. Founded in 1959, it operates in over 41 countries with more than 1,200 staff and 140+ programmes, focusing on skills development, sustainable agriculture, trade, green economy, and entrepreneurship.

Swisscontact is committed to supporting Ghana's transition to a greener, more resilient, and more just future. Our core strategy - the umbrella approach, centers on long-term strategic partnerships to address global development challenges. Rooted in the belief that private initiative drives innovation and inclusive growth, this approach builds thematic alliances to tackle specific issues. Swisscontact Ghana is looking to expand its team to support in the implementing of projects.

JOB PURPOSE

The key purpose of this position is to manage a few projects run by Swisscontact Ghana. The Manager will be part of the Senior Management Team in Swisscontact Ghana helping to fulfil the missions of Swisscontact in Ghana. More specifically, the Manager will be responsible for quality implementation of projects, building partnership and leading on one of the umbrella pillars. The Manager will support the Country Director in co-creating solutions to development challenges with partners in the development, private and public sector.

RESPONSIBILITIES

TASK 1: PROJECT COORDINATION

- Lead and oversee project operations, ensuring effective implementation by managing cross-functional teams.
- Provide overall management support for daily project operation related to contract administration and finance, project management and MEL systems, and internal and external communications
- Supervise team members, including work plans, regular meeting, progress review, coaching, and backstopping.
- Oversee budget allocation and expenditures for the project activities and other relevant activities (i.e., budget lines not associated with salaries and fringe).
- Drive project planning, execution, monitoring, and evaluation to achieve desired outcomes.
- Build and sustain strategic relationships with stakeholders, partners, and collaborators.
- Collaborate with internal teams and external partners across private and public sectors to support project goals.
- Ensure timely, clear, and impactful communication of project progress, results, and learnings.

TASK 2: LEAD A PILLAR UNDER THE UMBRELLA APPROACH

- Provide leadership for one of the core pillars under Swisscontact Ghana's umbrella approach, ensuring alignment with national development priorities and Swisscontact's global strategy.
- Facilitate the formation and strengthening of multi-stakeholder alliances within the chosen pillar, engaging actors from the private sector, government, civil society, and academia.
- Promote innovative approaches and systemic thinking to address development challenges within the pillar, leveraging Swisscontact's technical expertise and global best practices.
- Support fundraising efforts by identifying opportunities, contributing to proposal development, and engaging with donors and partners relevant to the pillar.
- Represent Swisscontact Ghana in relevant forums, contributing to policy dialogue and knowledge sharing

TASK 3: LEAD AS PART OF THE SENIOR MANAGEMENT TEAM

- Maintain the reputation of Swisscontact in Ghana and beyond
- Provide strategic direction and leadership on key initiatives aligned with Swisscontact Ghana's mission.
- Actively contribute to Swisscontact in Ghana's Senior Management Team, supporting organizational leadership and decision-making.
- Perform additional duties assigned by the line manager to support organizational objectives
- Perform other duties as required by Swisscontact.

SELECTION CRITERIA

- Bachelor's degree in business administration, entrepreneurship or related field; master's degree preferred.
- Minimum 6 years of work experience , with at least 4 years in managerial role
- Proven ability to coordinate stakeholders across sectors in inclusive development contexts.
- Strong independent work ethic and commitment to high-quality delivery.
- Adaptability to diverse stakeholder engagement styles.
- Collaborative team player in multicultural environment.
- Innovative thinker who is comfortable with adaptive management.
- Result oriented and who is willing to motivate the team to take risks
- Having an attitude of 'glass half full'
- Strong relationship-building and networking skills.
- Fluent in English
- Proficient in Microsoft Office Suite.
- Eligibility: This position is open to Ghanaian nationals only



Place of work: 1st Floor, Pate a Choux Building, Dade Street, Cantonment, Accra



Start of employment: 1st September 2025



Contract Duration: 2 years with an option to extend



Application deadline: 11th August, 2025

SEND YOUR CV AND APPLICATION LETTER TO:

nanakwakyewaa.adu@swisscontact.org