

Position: Component Manager

Location: Tamale, Ghana

Travel: 25%

Start Date: April 2023

Established in 2011, The Global Shea Alliance (GSA) is a non-profit industry association based in Accra, Ghana. We currently have 663 members from 38 countries including food and cosmetic brands, suppliers, women's groups, and non-profit organizations.

Through public-private partnerships, the GSA promotes industry sustainability, quality practices and standards, and demand for shea in food and cosmetics. We implement the following activities:



Quality

- Quality trainings for women's groups on kernel collection, processing, and storage.
- Implementation of kernel quality standards in collaboration with members and national/regional standards bodies.
- Small business trainings including accounting, marketing, packaging and formulation workshops.



Promotion

- Annual international conferences in West Africa, Europe, and the United States.
- Annual African cosmetics brand exhibition.
- International policy analysis and advocacy to remove trade barriers.
- Research on shea benefits in food and cosmetics.
- African national association development.
- International consumer and industry media engagement.



Sustainability

- Implementation of multi-stakeholder guidelines for sustainable business practices.
- Large-scale development projects including warehouse construction, business development trainings, health and safety initiatives, parkland management, improved planting materials, and conservation pilot projects.

The Green Climate Fund (GCF) has approved a project worth 54.5 million US dollars to address the alarming deforestation and forest degradation challenges in the Northern Savannah Zone of Ghana, whilst promoting investments in the shea value chain and women's empowerment. The 'Ghana Shea Landscape Emission Reductions Project' will be implemented by the Forestry Commission of Ghana in partnership with the United Nations Development Programme (UNDP) and the Global Shea Alliance.

Duties and Responsibilities

The Component Manager will implement the following activities as part of GSA's participation in the Ghana Shea Landscape Emission Reductions Project:

Public-Private Partnership Development

- Support the Program Management Team to engage collaborating partners
- Assist potential collaborating partners in the preparation of project applications (ie concept notes, project budget)

Project Implementation & Management

- Develop an annual work plan in coordination with project partners
- Develop and manage agreements with project collaborating partners
- Provide technical assistance, support and oversight to collaborating partners as required
- Ensure collaborating partners achieve contractual financial match obligations (cash and in kind) and project KPIs throughout the implementation period.
- Respond to donor requests for information related to the project implementation
- Coordinate donor visits to project sites, as required
- Ensure that project records are properly maintained

Financial Management

- Ensure procurement procedures are adhered to, and that timely and accurate payments are made to suppliers and sub contractors in accordance with agreements
- Monitor and report on the program's spending against budget on a monthly basis to the MD to facilitate informed decision making, in coordination with the Finance Department

Reporting

- Lead the production of donor reports
- In collaboration with the M&E Manager, co-ordinate monthly meetings with the MD to discuss project performance

Communication

- Ensure compliance with donor policies and requirements related to the production of communication material (i.e, branding and marking)
- Assist in the development of communication materials including monthly project snapshots, quarterly newsletters and industry facing articles and videos
- Support the communication of project outcomes to stakeholders in collaboration with the Communications Team.

Qualifications

- Minimum of a bachelor's degree
- Minimum 6 years of project management experience in public or private sectors
- Proven project management experience including project audits
- Experience managing landscape restoration and reforestation programs
- Strong organization, project management and stakeholder management skills
- Ability to learn and quickly assimilate diverse technical information
- Passion and commitment for women's empowerment in Africa
- Positive, can do attitude and no fear of failure

Other

The Component Manager will report to the GSA Managing Director.

To apply, please send your CV and cover letter to msakyi@globalshea.com and mveyrier@globalshea.com by 7 March 2023.