

The DW Akademie Ghana Office is seeking a qualified candidate to fill the position of

Project Manager (f/m/d)

DW Akademie is Deutsche Welle's centre for international media development, journalism training and knowledge transfer. DW Akademie enables people throughout the world to make decisions based on independent information, reliable facts and constructive dialogue. We stand for free media, free expression and free societies worldwide.

The Project Manager supports the implementation of projects in Ghana and will also work with a team and project administration in Germany. The Project Manager will steer a project line in the field of Media and Information Literacy (MIL) and support the project partner in planning and implementation, as well as administrative processes. The Project Manager will report on the status of the project and participate in the monitoring and evaluation of the project.

The selected candidate will work closely with project staff, project managers and the Program Director, assist with administrative and organisational tasks, act as a bridge between the project partner and the project administration to ensure smooth communication and workflows, network with other teams, organisations and international initiatives, and carry out a variety of tasks as assigned.

Other duties and responsibilities beyond those listed above may be required during the course of the project.

Requirements

Mandatory

- University degree (Master's/Bachelor's) in a relevant field (e.g. social sciences, political science, development cooperation, media)
- Proven project work experience, ideally in an international organisation
- Experience in media and information literacy, journalism or media development
- Very good knowledge of the media landscape in Ghana and a good understanding of the non-formal education system in Ghana
- Ability to work independently but also as an integral part of a team and in a cross-cultural context
- Excellent written communication skills
- Strong organisational skills and attention to detail
- High level of responsibility, flexibility and commitment
- Experience with Microsoft Office suite, social media communication and digital learning tools
- Interest in international cooperation, democracy and human rights
- Willing and prepared to travel

Desirable

- Basic knowledge of German desirable
- Knowledge of project monitoring and evaluation
- Experience in workshop organisation and facilitation

Applications must be made in writing and include the following:

- Cover Letter
- Curriculum Vitae (CV)
- Recent educational and professional certificates

As employees of Deutsche Welle, we identify with the values set out in the Deutsche Welle Act. In particular, we oppose all forms of discrimination, racism and anti-Semitism.

The full-time position is initially limited to 12 months. Renewal of contract is possible but not guaranteed.

Please send your application by e-mail (as a single PDF file, maximum 3MB) to sarah.millward@dw.com **AND** patrick.atsu-fiadu@dw.com

The deadline for applications is Friday, 13th November 2024

Only shortlisted candidates will be contacted.