

<b>JOB TITLE</b>	Assistant Manager, Programmes
<b>LOCATION</b>	Accra
<b>EMPLOYMENT TYPE</b>	Permanent
<b>PURPOSE OF POSITION</b>	To provide technical and operational support for the achievement of the mandate of the Fund.
<b>DUTIES AND RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Analyzes data and provide input for project planning.</li> <li>• Undertakes field activities related to the implementation of Universal Access to Information Communication Technology projects of the Fund.</li> <li>• Collects data for the preparation of periodic and annual status reports on activities of the department</li> <li>• Collects data for the preparation of annual budget of the Fund.</li> <li>• Develops and maintains effective relationship with stakeholders of GIFEC projects.</li> <li>•</li> </ul>
<b>QUALIFICATION AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A minimum of a Bachelor's Degree in Information Communications Technology or related discipline from an accredited tertiary institution.</li> <li>• Must have completed one (1) year national service.</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Communication, inter personal and presentation skills</li> <li>• Qualitative and quantitative analytical skills</li> <li>• Report writing skills</li> <li>• Knowledge in relevant IT applications,</li> <li>•</li> </ul>