

<b>JOB TITLE</b>	Senior 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>• Provides input for the review of project proposals from public and private sector agencies for technical and financial assistance.</li> <li>• Supervises the implementation of Universal Access to Information Communication Technology projects of the Fund.</li> <li>• Supervises the collation of data for the preparation of periodic and annual status reports on activities of the department</li> <li>• Supervises the collation of data for the preparation of annual budget of the Fund.</li> <li>• Collates data for the preparation of proposals for technical assistance from development partners.</li> <li>• Sets targets, supervises and appraises the performance of the work of subordinate staff.</li> </ul>
<b>QUALIFICATION AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• A minimum of a Master's Degree in Information Communications Technology or related discipline from an accredited tertiary institution.</li> <li>• A minimum of four (4) years post- Bachelor's relevant work experience</li> <li>• Must be a Project Management Professional</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>• </li> </ul>