



POSITION: Impact Officer, Ghana

WHERE: Reach for Change, Ghana

COMMITMENT: Full time

DURATION: Fixed Term contract

REMUNERATION: Basic salary of USD 800 monthly equivalent in GHS

APPLICATION PROCESS: Interested candidates should apply directly to our career site [here](#)

DEADLINE FOR APPLICATIONS: applications will be reviewed on a rolling basis. Only shortlisted candidates will be contacted.

START DATE: From July 2022 or upon agreement

Summary of the Role

As an Impact Officer you will be part of a brave, smart and passionate team working together with the central program and impact team and reporting directly to our Head of Impact.

You will be working towards realizing our vision to create a world where all children and youth reach their full potential by empowering social entrepreneurs to develop innovative solutions that improve the lives of children and youth.

Reach for Change is committed to data driven learning and decision making, and to sharing what we learn with others in the sector. We are also committed to developing & sharing tools that enable social Entrepreneurs and others in the sector to improve their ability to track and measure their own impact.

Major duties and responsibilities include:

- Support with the development of Results Chains for assigned new programs, in collaboration with other colleagues from the Country teams, Central Program, Partnership & Fundraising team (P&F).
- Contributing to the design & delivery of M&E training and support to Change Leaders and Program Managers
- Delivery of M&E activities as necessary within assigned programs, including tool development, data collections, audit & processing etc.
- Reporting - support the development and delivery of Reach for Change's Annual Impact Reports and provide the P&F team with all required impact data for assigned program-specific impact reports in accordance with partner and wider program reporting requirements
- Compile beneficiary reach numbers and achievements for internal, donor government reporting and external communication purposes
- Support with preparing internal, donor and government reports
- Support Program Managers in the local and global reporting & audit processes.



- Support the strengthening and improvement of the Impact Management Measurement system (develop MERL standards, plan, tools etc) in line with RFC Impact Management and Measurement standards, donor requirements and other stakeholders need
- Support the development of the capacity of program team on impact Management and Measurement
- Ensure relevant tools are in place to track results at social enterprise, community, or ecosystem levels for all projects
- Maintain database for all projects implemented in the African markets
- Lead the planning and implementation of baseline, evaluation, and assessments (both internal and external/outsourced)
- Support Africa Program Team to capture and share good experiences and learnings
- Support the development of learning materials and disseminate results on monitoring, evaluation and assessment in a timely manner

Your shared team responsibilities include:

- If necessary, and under periods of intense workload; help and support the rest of the organization to achieve team and organizational objectives.
- Contribute to efforts to share best practice, ideas and experience on successful implementation of the programs externally and across the markets.
- Continue to build the sense of 'One Reach for Change' by promoting a collaborative culture and efficient sharing of resources across all Reach for Change teams.
- Responsibility to build and retrain your own knowledge about the field of social entrepreneurship and innovation.
- Share knowledge internally across functions and markets contributing to RfC continued development as a learning organisation and externally supporting RfC strategy on thought leadership and ecosystem development.

Competencies & Skills we are looking for:

- Smart, brave, and passionate with an entrepreneurial mindset and cares deeply about improving the lives of children and youth
- Excellent organisational and administrative skills
- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner
- Excellent research and data collection methodology skills
- Ability to create organizational work plans based on higher-level goals
- Skills in supporting staff with a variety of levels of knowledge and capabilities
- Excellent computer skills, including word processing, spreadsheet programs and data base management



Business & entrepreneurship skills

- Able to implement and use suitable tools and models to carry out activities and reach objectives as well as develop new tools and models.
- Knowledge of common needs and pitfalls of early stage organisations.
- Ability to prioritise during pressured time and follow through to deliver on time both in one's own work and in teams.

People & communication skills

- Excellent communication skills in English, both verbal and in writing
- Ability to quickly understand and use tools & platforms
- Ability to receive and convey information from and between different target groups.
- Good abilities in networking and interpersonal communication.
- Demonstrated ability to work sensitively with diverse people, cultures, and communities
- Ability to facilitate teamwork by guiding, influencing and synthesising and helping a group reach a conclusion.
- Inspires others toward a common vision and fosters trust and ethical behaviour.

Personal attributes

- Approach work with a collaborative “can do” attitude, strong interpersonal skills and a desire for continuous improvement
- Flexible and sees change as a natural condition
- Structured, independent and ability to take on ownership from start to finish of tasks/projects
- Mature, balanced personality with ability to maintain a cool head under high peak periods with intense pressure

Education & Experience

- Minimum of two years' work experience, and familiarity in Entrepreneurship or business skill development in an NGO setting.
- University degree in business, economics, public administration or a related discipline.
- Experience from project managing, leading, driving or coordinating programs.
- Demonstrated experience in successfully implementing similar programs is particularly appreciated.
- Experience from work/volunteering within the philanthropic/non-profit or business sector will be an advantage.
- Knowledge and experience of local ecosystems and political structures.
- Experienced user of Microsoft Office/Google Suite and ability to quickly understand and use web based applications and platforms.



Reach for Change recognises that creating the change we want to see around us starts with ourselves, in our own organization. That is why it is important for us to strive to represent the change we want to see in the world. As a team, we strive to be diverse and inclusive along many dimensions. We believe that the wide array of perspectives results from such diversity and promotes innovation and success. We therefore invite every candidate to bring their unique individual strengths.