

Project Officer - Terms of Reference

1. Who We Are

Digital Opportunity Trust (DOT), is an International Non-profit Organization headquartered in Ottawa, Canada, which fosters digital inclusion for leadership, economic empowerment, and climate action among young women and men in Africa and the Middle East. DOT is a vibrant youth-driven community of trailblazing social pioneers equipped with the necessary tools, knowledge, and networks to create opportunities and drive transformation within their communities. We strive to foster youth potential, bridge digital gaps across communities, and inspire young individuals to partake in an all-inclusive digital economy. As catalysts of development for over 23 years, our impact extends to over 25 countries.

In an upcoming, youth-focused project, DOT will be providing funding to 70 local organizations across Africa to implement innovative projects that contribute to youth agency, well-being and economic empowerment. This funding will be complemented by a virtual program that surfaces learnings, strengthens the capacity of local organizations, and deepens youth engagement in local innovation.

2. The Opportunity:

DOT seeks an experienced and motivated individual in Ghana, fluent in English, to serve as the Project Officer to support and oversee a cohort of projects by collaborating with Project Leads and technical staff, ensuring innovation partner (NGOs) implementation aligns with approved plans and budgets. It also focuses on facilitating alumni engagement, developing country-specific strategies for project sustainability, and providing ongoing support, capacity building, and progress reporting to ensure project goals are met and innovation is fostered.

3. Terms of Reference:

- i. Support a cohort of projects in collaboration with Project Lead and various technical staff
- ii. Oversee innovation partner (NGOs) implementation against approved plans and budgets
- iii. Facilitate communication and engagement within the DOT Youth Leadership Alumni network by organizing events, webinars and activities to keep alumni connected and involved.
- iv. Develop in-country plans to ensure the sustainability of Innovation Partner outcomes beyond project period
- v. Ensure project activities are adapted to fit the local cultural, social and economic contexts and develop country-specific strategies and action plans to achieve project goals.
- vi. Provide detailed monthly reports on in-country project progress, challenges and

- achievements.
- vii. Provide ongoing support and identify capacity building opportunities for innovation partners.
 - viii. Ensure data is accurate, timely and stored securely and use it to inform project improvement and report on impact. Track project progress and impact, providing regular reports and insights.
 - ix. Maintain strong relationships with Innovation Partners and other stakeholders while facilitating communication to ensure alignment and collaboration.
 - x. Identify opportunities for innovation within projects, develop pilot initiatives and support the scaling of successful projects.
 - xi. Conduct regular site visits to innovation partners to ensure that milestones are being met according to plans and budgets. Gather feedback from Stakeholders.

4. Criteria:

Candidates submitting their application for consideration as Project Officer will be required to meet the following criteria:

- Be a citizen of Ghana..
- Background in Program Management with a focus on youth programming and empowerment.
- Be fluent in English.
- Ability to identify and pursue innovative approaches and solutions to enhance project outcomes.
- Skilled in building and maintaining relationships with partners, donors and community stakeholders
- Keen attention to detail in monitoring progress, managing budgets and ensuring accuracy in reporting.
- Strong commitment to achieving project goals and making a positive impact on beneficiaries and communities.
- Willingness and ability to quickly learn about new technologies, trends and methodologies relevant to the project.
- Competence in using data to inform decisions, track performance and report on project impact.
- Able to work remotely, independently and with minimal supervision.
- Highly organized with the ability to manage multiple projects simultaneously, track milestones and adhere to deadlines.
- Excellent verbal and written communication skills to facilitate collaboration and maintain relationships with stakeholders.
- Track record of innovative problem-solving particularly in areas related to youth empowerment, youth leadership and digital technology.
- Demonstrate commitment to the Mission and Vision of DOT.
- Sensitivity to diversity and commitment to creating inclusive spaces for advocating the voices of underrepresented groups within the youth demographics.

Application Process:

To apply, please submit your application through this Google Form [-https://docs.google.com/forms/d/1dAvnVxvVrmhHbOgdSCnlFaml-oz07jGmwNa6nBSOiD0/edit](https://docs.google.com/forms/d/1dAvnVxvVrmhHbOgdSCnlFaml-oz07jGmwNa6nBSOiD0/edit) (a Google account is required to view this form and upload documents) by **December 20th, 2024**. While we appreciate all applications, only those shortlisted for an interview will be contacted.

DOT celebrates diversity and is dedicated to cultivating an inclusive environment that values cross-cultural understanding. We strongly encourage applications from women, people with disabilities, and/or those with intersectional identities. DOT ensures accommodations for individuals with disabilities during the recruitment and selection process. Please indicate any need for accommodations in your application.