RECRUITMENT NOTICE

Project Officer

1. Background

Rikolto is registered in Ghana as Rikolto Ghana LBG and is a member of Rikolto International with over 50 years of experience in partnering with farmer organizations and food chain stakeholders in 21 countries across Asia, Europe, Latin America and Africa. Rikolto works to foster a more sustainable, resilient, and inclusive cocoa sector in Ghana by strengthening farmer organizations, promoting living income opportunities for cocoa farmers and agribusiness entrepreneurs, empowering young men and women, and supporting diversified agroforestry systems and sustainable farming practices. Through a food systems approach, Rikolto also facilitates market access for sustainably produced food products, helping to improve livelihoods while enhancing the long-term sustainability and resilience of the cocoa sector.

To achieve these objectives, Rikolto's cocoa programme is structured around three thematic areas, which also form the foundation of our global cocoa and coffee strategy. These include:

- Sustainable cocoa production
- Market inclusion
- Enabling policy environment

We are looking for a dynamic Project Officer to support our activities in Suhum, Asamankese, and Kibi in the Eastern Region of Ghana.

2. The Position

Reporting to the Programme Manager of Rikolto Ghana, the Project Officer will be responsible for coordinating and implementing community-level interventions within the assigned districts. This includes, but is not limited to, the mobilization, training, and strengthening of Village Savings and Loan Associations (VSLAs), as well as supporting the effective delivery of complementary activities aimed at supporting sustainable production and living income for farmers.

The Project Officer will promote financial inclusion through facilitating access to savings, credit, and formal financial services; support entrepreneurship development and income diversification initiatives; implement gender equality and social inclusion interventions at individual, household, and community levels; and provide technical support to cocoa farming communities on Good Agricultural Practices (GAPs), agroforestry systems, and climate-smart agriculture practices to enhance productivity, resilience, and sustainability.

3. Key Responsibilities

- Work with partners in developing and rolling out a plan to implement VSLAs and other complementary activities, including financial education, gender, nutrition, child labour prevention and remediation, regenerative agriculture, etc.
- Undertake field visits to project sites to ensure the quality of training, engagement and general project implementation.
- Provide technical training and support to farmers on Good Agricultural Practices (GAPs), income diversification strategies, agroforestry systems, etc.
- Work closely with partner staff to assess the progress of work in response to the project performance monitoring plan.
- Provide feedback to the Programme Manager in real-time on the progress of work and report any challenges as they arise.
- Prepare and submit weekly and monthly progress reports and develop implementation work plans to support effective project planning, coordination, and delivery.

- Collaborate with relevant project teams to document project outputs, outcomes, implementation processes, key observations, impact stories, best practices, and lessons learned for knowledge management, reporting, and organizational learning.
- Contribute to project planning, periodic reviews, monitoring activities, and reporting processes to ensure effective project delivery, accountability, and continuous improvement.
- Support proposal development, planning, management and coordination of all activities under the operational area.

The Project Officer will also carry out any other duties and responsibilities that may be assigned by the Programme Manager.

4. Desired qualification

- Minimum of a bachelor's degree in a relevant discipline, such as Sociology, Development Studies, Development Planning, Social Sciences, Agriculture, or related field.
- At least three (3) years of relevant field experience in the implementation of VSLAs and complementary community development interventions, including financial literacy, gender equality and social inclusion, nutrition, child labour prevention and remediation, and regenerative agriculture.
- At least three (3) years of demonstrated experience in project monitoring, community mobilization, and the collection and management of field data to support programme implementation, monitoring, and evaluation.
- Experience working in rural communities, preferably within agricultural development programmes.
- Experience working in cocoa-growing communities and a good understanding of the cocoa sector in Ghana.
- Fluency in Twi, with the ability to communicate effectively with community stakeholders and project participants.
- Ability to ride a motorcycle and possession of a valid rider's license are required.

5. Key relationships

The nature of the position requires good working relationships and collaboration with community structures, including chiefs and elders, women's groups, local government officials etc. The position reports to the Programme Manager and will be expected to maintain close contact with other members of the project team.

6. Working conditions and level of travel required

The position is based in Suhum in the Eastern Region of Ghana with extensive travel to assigned project communities within the project districts and any other location within Ghana as per professional necessity. Occasional travel to the Kumasi office will be required.

Rikolto Ghana offers a fixed-term contract of one year, renewable depending on availability of funding and performance, with a probation of three months. The desired start date is January 4, 2027.

7. How to apply

Interested candidates should send their Curriculum Vitae with three professional references and a one-page cover letter to: jobs.westafrica@rikolto.org no later than November 17, 2026, at 5:00 p.m. GMT, specifying the position. Please quote "**Project Officer ''** in the subject line.

Please note that only shortlisted candidates will be invited for an interview.

WE ENCOURAGE APPLICATIONS FROM WOMEN FOR THIS POSITION.