



West Africa Mathematical Modeling Capacity Development (WAMCAD) Programme University of Ghana



VACANCY FOR PROJECT MANAGER

With funding from the Bill and Melinda Gates Foundation, we have established the **West Africa mathematical Modeling Capacity Development (WAMCAD) project**, based the Department of Microbiology, University of Ghana Medical School. This is an anglophone-francophone-lusophone partnership within and beyond West Africa, comprising several international research institutions. Our objective is to enhance technical capacity development in malaria and NTD modelling through a multi-track training programme targeting multiple career stages from students to faculty as well as malaria control practitioners. We are therefore recruiting a highly motivated, charismatic leader to be a **Project Manager**, to assist the Director in the management of the projects.

Job Description:

The Project Manager will be responsible for the day-to-day management of the Project, and will report directly to the Director. She/He will coordinate all the activities of the secretariat and work with the partner sites in the consortium, to achieve the objectives of the . He/She will draft all communications for the Director, including project reports, letters, and presentations. The project manager would also assist the Director in planning and executing project activities, and should be comfortable with representing the Director at meetings and presenting the work of the project. Coordinate virtual and in-person meetings and workshops of the consortium

The following qualifications and qualities are desirable for the successful applicant:

1. Hold a PhD or Master's degree in business administration, public administration, finance or related discipline
2. PhD holders should have a minimum 2 years' experience, whilst Masters degree holders should have a minimum of 5 years' experience in project management, financial operations, strategic planning, and engagement with multi-national institutions or for donor-funded research project.
3. Ability to work under no supervision.
4. Fluency in French is a big advantage
5. Be charismatic, dynamic, confident in public speaking, have excellent writing ability, and excellent interpersonal skills
6. Must have advanced competence of all Microsoft Office applications, especially Word, Excel, and PowerPoint.

Qualified individuals should send a letter of application and CV (including the names of three professional references) to jobs.wamcad@gmail.com. Closing date is 30th November 2022.

The candidate would be based at the University of Ghana.