

## Deputy Project Leader - Sustainable Cities - Phase 1 project (H/F)

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Company: Expertise France

Location: Tamale

Category: computer-and-mathematical

Expertise France is the public agency of French international technical cooperation. The agency operates around four priorities:- democratic, economic and financial governance;- security and stability of countries in crisis/post-crisis situations;- sustainable development;- strengthening health systems, social protection and employment. In these areas, Expertise France carries out engineering and implementation missions for capacity building projects, mobilizes technical expertise and acts as an aggregator of projects involving public expertise and private know-how. With an activity volume of 233 million euros, more than 400 projects in portfolio in 80 countries, and 63,000 days of expertise, Expertise France focuses its action towards France's solidarity policy, influence and economic diplomacy. To support the implementation of the "Sustainable Cities" project, Expertise France is looking for a Deputy Project Leader. Under the responsibility of the Project Leader based between Accra and Tamale, the Deputy Project Leader will support the Project Leader on the operational project management and implementation. He/she will assist the Project Leader in the day-to-day management of the project, helping to ensure that the strategic and financial objectives are translated into operational terms within the activities. He/she will be specifically responsible for the coordination and supervision of the long-term thematic pool of experts who will be mobilized all along the project on the following themes: waste management, urban planning, business models, water and sanitation. He/she will work functionally with on-site support and transversal functions dedicated to the project: logistics officer, administration and finance leader, accounting and finance assistants, logistics and security officer, drivers. He/she may also be linked to the transversal services of Expertise France as required (legal affairs,

financial affairs, communication, monitoring and evaluation, etc.). The key responsibilities of the Deputy Project Leader include the following:

- Operational management of activities in close collaboration with the Project Manager
- Support the planning, steering and implementation of the activities of the project as a whole, according to the criteria of quality, duration and costs contractually set with the donors and in close collaboration with the various stakeholders
- Organize and facilitate consultation/coordination meetings between the project team and local partners on technical and operational aspects
- Participate in the identification, definition of needs and the elaboration of terms of reference and the recruitment of experts (short and long term) mobilized to meet the needs of the project
- Coordinate the mobilization of project implementation partners (experts, public and private stakeholders, associations etc.) in the 6 supported cities
- Ensure the quality control of the deliverables produced by the project experts (mission reports, contract deliverables, etc.)
- Ensure, in liaison with the Ghanaian competent authorities, the monitoring of the implementation of expert services in each specific area of expertise, including the proper use and application of tools and procedures
- Report on the difficulties encountered, the risks identified and/or the context elements (sector, security, policy, etc.) that may have an impact on the successful implementation of the activities, and participate in the identification of mitigation measures
- Participate in the organisation of project monitoring and steering committees, in close coordination with stakeholders (Ghanaian authorities, EF, EU, etc.)

**Administrative and financial management**

- Ensure close coordination with the Administrative-Financial team and the logistic and security officer regarding the administrative, financial and logistical organization of the field technical expertise missions
- Contribute to the budget monitoring of the project in collaboration with the Administrative and Financial team
- Contribute to compliance with procedures imposed by the EU and Expertise France (rules on eligibility of expenses, procurement, grants, reporting)

**Monitoring, evaluation and capitalization of the project**

- Participate in the implementation of the methodological framework and analytical tools to monitor and measure results across the project
- Participate in field data collection and analysis
- Contribute to the development and consolidation of key project documents and deliverables
- Contribute to the preparation of interim and final activity reports (narrative and financial) in accordance with deadlines and contractual terms prior to HQ validation

With a total population of 30.4 million people in 2019 and more than 55% living in cities, Ghana has a dense network of urban areas mostly concentrated along the Atlantic coast and in the Ashanti Region. The country is halfway through urbanisation, and has benefited from an



sustainable development, environment or any other relevant discipline  
Fluent in spoken and written English  
Computer literacy and IT savviness: text processing tools, spread sheet tools, financial and planning tools  
Professional experience- A minimum of 10 years of working experience in urban planning / sustainable development- At least 5 years directly managing staffs and project teams  
Proven experience coordinating, managing and leading complex projects, international teams in donor funded projects, for at least 2 projects  
Demonstrated experience in international projects implementation and a strong track record of EU-funded projects' management  
Strong technical expertise in urban development issues  
Demonstrated experience in institutional capacity-building related to urban development  
Additional specific requirements- Demonstrated management experience in a multicultural environment  
- Proven skills in negotiation, listening, setting priorities, problem-solving and decision-making, in particular in interactions with the EU and its network, diplomatic delegations and other external partners- A strong sense of organisation, rigour and autonomy is required- Excellent communication skills: diplomacy and communication with private or public partners, local and international- Ability to analyze, design and deliver a context-specific solution- Excellent analytical and reporting skills  
Calendar Project start date: January 2024  
Desired start date: January 2024  
Documents to be provided  
A CVA cover letter  
Three business references including email and telephone contacts  
The selection process will be conducted in two phases:  
First, a short list will be drawn up freely by Expertise France  
Second, selected candidates may be invited to one or more interviews  
Without a response from us within a period of 5 weeks, please consider that your application has not been selected. Interested candidates for this opportunity are encouraged to submit their application as soon as possible, as Expertise France reserves the right to shortlist candidates before this deadline.

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