



PAEDIATRIC SOCIETY OF GHANA

PROJECT MANAGER

CALL FOR APPLICATIONS

PROJECT MANAGER

The Paediatric Society of Ghana (PSG) is seeking a qualified and motivated Project Manager for an Immunisation Advocacy Project.

Key Responsibilities

- Plan and coordinate all project activities to ensure timely and successful execution of workshops and advocacy efforts.
- Organise and manage logistics for national and regional workshops, including stakeholder and experience-sharing events.
- Develop and implement effective communication and advocacy strategies to promote immunisation nationwide.
- Monitor project progress, manage budgets, and ensure compliance with donor regulations and financial guidelines.
- Provide regular (monthly) progress reports to PSG leadership, donors, and partners.
- Coordinate research, stakeholder consultations, and evidence-based advocacy campaigns to influence policy and improve vaccine uptake.
- Lead risk assessments and mitigation planning to address implementation challenges.
- Facilitate steering committee meetings and ensure timely documentation of outcomes.
- Document lessons learned and support experience sharing to strengthen future immunisation advocacy efforts.
- Perform other administrative duties assigned by PSG leadership.

Qualifications and Requirements

- A Bachelor's degree in Public Health, Project Management, Development Studies, or a related field (Master's degree preferred).
- At least 2 years of proven experience managing health-related or advocacy projects.
- Strong organisational and coordination skills, with experience in event and stakeholder management.
- Demonstrated ability to develop and implement advocacy or communication strategies.
- Excellent reporting, writing, and presentation skills.
- Financial management and donor reporting experience.



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- Strong interpersonal and leadership skills, with the ability to work effectively with diverse partners.
- Proficiency in Microsoft Office Suite and familiarity with monitoring and evaluation tools.

Remuneration

Negotiable

How to Apply

Interested applicants should submit the following to info@pedsgh.com with the subject line: “Application – Project Manager”

Required documents:

- A cover letter (max. one page) highlighting relevant experience and motivation.
- A detailed CV
- Contact information for two professional referees.

Deadline for submission: (Wednesday, 29th October 2025)

Only shortlisted candidates will be contacted for an interview.

