

Annex 08 HR Service Provider Ghana

Job Description: Deputy Project Manager (DPM) - Green, Digital, and Inclusive Private Sector Development (Ghana)

Location: Accra, Ghana

Hiring agency: Netherlands Enterprise Agency (RVO)

Reporting to: RVO Headquarters, The Hague

Contract Duration: 2 years fixed-term consultancy contract with possibility of extension

Background

Ghana and the European Union (EU) share a commitment to fostering a sustainable, inclusive, green, and digitalised private sector. As part of the Ghana Joint Programming 2021-2027¹, the EU has developed the EU Action for Private Sector Development (PSD) under the Neighbourhood, Development, and International Cooperation Instrument (NDICI-Global Europe). This Action is co-financed by the European Union, the Netherlands Ministry of Foreign Affairs, and Expertise France, with RVO serving as the lead implementing partner.

The objective of this programme is to develop a greener, digitalised, and more inclusive private sector in Ghana, particularly in industries such as creative and heritage, healthcare, and pharmaceuticals. The programme also aligns with the European Green Deal agenda, promoting sustainable business opportunities with a focus on job creation, climate action, and digital transformation.

Based in Accra and reporting to RVO HQ, the Deputy Project Manager will support the Multi-Partner Project Manager (MPPM) in overseeing the implementation of RVO's activities within the project. This includes managing project execution, stakeholder coordination, and ensuring compliance with contractual obligations. The DPM will also assist the MPPM in the day-to-day operations.

To ensure a smooth joint implementation, their missions and responsibilities are as follows (non-exhaustive list):

Key Responsibilities

1. Project Management Support

- Assist in the implementation of the Green, Digital, and Inclusive Private Sector Development action in Ghana;
- Support the planning, execution, and reporting of project activities, ensuring alignment with EU and RVO standards;
- Identify project risks, propose mitigation strategies, and ensure compliance with donor requirements.
- Assist in overseeing financial management, including budget allocation and expenditure tracking.

2. Activity Implementation & Monitoring

- Support the execution of RVO project activities to improve access to finance, business regulatory environments, and entrepreneurial capacity;
- Ensure activities align with EU policies on digitalisation, the green economy, and gender inclusivity;
- Promote engagement in key sectors such as agriculture, creative and heritage, healthcare, and pharmaceuticals.

3. Internal and External Project Coordination

- Assist the MPPM in liaising with project partners (UNCDF, Expertise France), the EU Delegation in Ghana, and the Ghanaian government;
- Prepare the documentation for the Steering Committee meeting and the Programme Management Coordination meeting. Take notes and ensure proper administration;

¹ [Ghana Joint Programming 2021-2027](#)

- Facilitate synergies with related EU and Dutch-funded initiatives, including Pact4Skills, TEI OP-VET, NTF-V, and MAV+.
- Strengthen relationships with private sector stakeholders to advance green and digital entrepreneurship.

4. Monitoring, Evaluation, and Learning (MEL)

- Support the development and implementation of a robust MEL framework;
- Collect data, develop analysis, and reporting to measure project impact and inform decision-making;
- Liaise with the PMEL department at RVO HQ;
- Coordinate with the project partners in obtaining progress reports;
- Contribute to identifying lessons learned and best practices to enhance programme effectiveness;

Required Competencies

1. Project & Financial Management

- Experience in managing international development projects, particularly in private sector development;
- Strong financial management skills, ensuring efficient use of resources.

2. Stakeholder Engagement & Diplomacy

- Ability to build and maintain relationships with government agencies, private sector stakeholders, and international organisations.
- Strong negotiation and diplomatic skills in a multi-partner environment.

3. Technical Expertise in Green & Digital Economy

- Understanding of sustainable business models, the EU Green Taxonomy, and digital transformation initiatives;
- Knowledge of circular economy principles, green finance, and responsible business practices.

4. Results-Oriented & Problem Solving

- Ability to proactively identify challenges and implement effective solutions;
- Commitment to achieving tangible results that contribute to sustainable development.

5. Monitoring & Evaluation Expertise

- Experience in designing and implementing MEL frameworks for development projects.
- Ability to use data-driven approaches to inform project improvements.

6. Cultural Awareness & Inclusivity

- Experience working in diverse, multi-cultural environments.
- Strong commitment to gender equality, social inclusion, and local capacity development.
- Familiarity with Ghana's regulatory, social, and economic landscape.

Qualifications & Experience

- Master's degree in Business Administration, International Development, Economics, or a related field.
- Minimum of 5 years of experience in project management, ideally in private sector development, sustainable business, or digital transformation (preferably in Ghana or West Africa).
- Experience working with the EU, Dutch government, or other international development agencies.
- Excellent communication skills in English (both written and spoken); knowledge of Dutch is an advantage.

- Willingness to be based in Accra, Ghana, with occasional travel within the region.

Remuneration & Benefits

- A 2 years fixed-term contract with the possibility of extension;
- A competitive remuneration between EUR 2250 and EUR 3000 based on experience and qualifications;
- 175 hours of paid leave annually;