CAREER OPPORTUNITY

The Internal Audit Agency (IAA) invites applications from suitably qualified, experienced and results-oriented professionals for appointment to the position outlined below:

JOB TITLE: PROJECT COORDINATOR

APPOINTMENT TYPE: Fixed-Term Contract

REPORTS TO: Project Steering Committee

JOB PURPOSE:

To provide strategic and technical leadership in the coordination, implementation, monitoring and evaluation of the Project to ensure the effective delivery of its objectives and expected outcomes.

The successful candidate will provide the requisite expertise and guidance to facilitate the successful execution of project activities in line with the Agency's mandate, project commitments and applicable requirements.

The ideal candidate must be a highly motivated, proactive and results-driven professional, with strong project management capabilities, who demonstrates initiative, sound judgement and the ability to work independently with minimal supervision.

KEY RESPONSIBILITIES:

- Coordinate and oversee the implementation of all activities under the Project to ensure alignment with approved plans, objectives and deliverables.
- Lead the planning, coordination, execution and monitoring of project activities in accordance with approved timelines and budgets.
- Develop and implement appropriate monitoring and evaluation frameworks to track project progress, performance and outcomes.
- Prepare and submit periodic project progress and performance reports through the Project Steering Committee.

- Coordinate the technical activities of the Project and ensure the achievement of agreed objectives and expected results.
- Monitor project milestones, identify implementation challenges and recommend appropriate corrective measures to ensure timely delivery.
- Maintain effective engagement and collaboration with relevant stakeholders, implementing partners and other institutions involved in the Project.
- Ensure compliance with applicable project guidelines, reporting requirements and relevant financial management and accountability standards.
- Perform any other duties or activities incidental to the successful implementation and achievement of the Project's objectives.

QUALIFICATIONS AND EXPERIENCE:

- A professional qualification in Project Management from a recognised institution or professional body.
- A minimum of ten (10) years of relevant post-professional qualification working experience in project management, public financial management, auditing or accounting within a reputable public or private sector organisation, of which at least five (5) years must have been at Senior Management level.
- Demonstrable experience in project planning, coordination, implementation, monitoring and evaluation, preferably within the public sector or development partner-funded projects.
- In-depth knowledge of Ghana's Public Financial Management (PFM) system, including relevant laws, regulations, policies and institutional frameworks.
- Proficiency in the use of computers and contemporary Computer-Aided Auditing Tools and other relevant project management applications
- Strong analytical, problem-solving, and communication skills

REQUIRED COMPETENCIES AND ATTRIBUTES:

The successful candidate must:

- Be a self-starter, proactive and highly motivated, with the ability to take initiative and work independently with minimal supervision.
- Demonstrate strong project management, organisational and coordination skills.

- Possess excellent analytical, problem-solving and decision-making abilities.
- Demonstrate exceptional written and oral communication, presentation and report-writing skills.
- Have strong leadership, interpersonal and stakeholder engagement skills.
- Demonstrate the ability to manage competing priorities, meet strict deadlines and deliver results.
- Exhibit a high level of integrity, professionalism, accountability and attention to detail.
- Be innovative, adaptable and capable of working effectively in a dynamic and demanding environment.

How to Apply

Interested and qualified applicants should submit their applications, together with their detailed Curriculum Vitae and copies of relevant academic and professional certificates, to:

info@iaa.gov.gh

Closing date for receipt of applications: **10th November 2026**

Only Shortlisted applicants will be contacted.