



NOTICE OF VACANCY: ADMINISTRATOR

Background

A Rocha Ghana is a dedicated environmental conservation organisation in Ghana. A Rocha Ghana is a member of the International Union for Conservation of Nature (IUCN). A Rocha Ghana recognises the inextricable link between modern man and the survival of the earth's flora and fauna. We therefore work to inspire and empower people for natural resource management by providing practical conservation interventions aimed at contributing to the sustainable management of important ecological habitats and environmental spaces, as well as initiating programmes aimed at facilitating the target community's ability to adapt to the challenges posed by a changing climate and a world impacted by biodiversity loss and environmental pollution.

A Rocha Ghana works with an integrated landscape approach, with offices strategically located in the Eastern, Ashanti and Savanna Regions of Ghana. Our head office is located in Accra, with other non-residential interventions in the Central and Volta Regions of Ghana.

Our interventions and engagement with state and non-state actors in all the landscapes include the following thematic areas:

- Sustainable Natural Resource Management Policy Influencing and Advocacy
- Collaborative Natural Resource Governance
- Habitat and Landscape Management and Restoration
- Species and Ecosystem Conservation and Management
- Climate Change Mitigation and Adaptation
- Green Value Chain Development and Payment for Ecosystem Services
- Supplementary livelihood Development and Enhancement
- Environmental Conservation Education and Advocacy
- Creation Care and Interfaith Engagement
- Corporate Engagement for Biodiversity Conservation and Environmental Sustainability
- Extractives, Business and Human Rights

ADVERTISED VACANCY: ADMINISTRATOR

Major Function

The Administrator is the operational backbone of the organisation. The Administrator will provide reliable administrative and logistical support to leadership, programme teams and partners, helping to ensure that the organisation's day-to-day operations run smoothly, efficiently and professionally.

The Administrator will coordinate office administration, maintain accurate records, support procurement and logistics, assist with meetings and events, and ensure that key administrative processes, policies and

compliance requirements are followed. The role will require a high level of organisation, attention to detail, discretion and integrity, as well as the ability to work collaboratively across teams and respond effectively to changing priorities.

Ultimately, the Administrator will help create the systems and administrative environment that enable staff and programmes to do their work effectively.

KEY RESPONSIBILITIES

The Administrator will:

- Coordinate day-to-day office operations, including office supplies, equipment, facilities, service providers, vendors and the organisational asset register.
- Manage diaries, correspondence, travel arrangements and logistics for the National Director, senior management and partners.
- Organise meetings, workshops, trainings and field visits, including venues, materials, travel and other logistical requirements; take minutes and follow up on agreed actions.
- Serve as the first point of contact for stakeholders, partners, officials, visitors and service providers, ensuring that enquiries and requests are handled professionally and directed appropriately.
- Maintain well-organised filing, records, staff files, leave schedules and document control systems, ensuring that information is accurate, secure and accessible when required.
- Support procurement processes, payment requests, petty cash management and expense returns in accordance with organisational financial policies, procedures and donor requirements.
- Support the preparation of documentation for internal and external audits and help ensure compliance with statutory, organisational and donor requirements.
- Draft routine correspondence, notices, memos, minutes, reports and other administrative documents as required.
- Coordinate administrative deadlines, renewals and follow-ups to ensure that important tasks and requirements are not overlooked.
- Support programme teams with administrative and logistical needs, helping to ensure that activities are well coordinated and delivered efficiently.
- Maintain confidentiality and exercise sound judgement when handling sensitive organisational, financial, personnel and partner information.
- Identify opportunities to improve administrative systems and processes and support the implementation of practical solutions that improve efficiency.
- Keep programme teams supported and undertake other duties reasonably assigned by the supervisor in support of the organisation's work.

Qualifications

- A Bachelor's degree or HND in Business Administration, Public Administration, Human Resource Management, or a related field.
- At least three (3) years of relevant administrative experience, preferably within an NGO, conservation, development, public-sector or similar organisational setting.
- Working knowledge of donor-funded project administration and compliance requirements will be an advantage.

- Demonstrated experience in office administration, logistics, records management, procurement or related administrative functions.
- Proficiency in Microsoft Office applications, particularly Word, Excel and Outlook, as well as online collaboration and communication tools.
- Excellent written and spoken English, with the ability to prepare clear and professional correspondence and documentation.
- Strong organisational and time-management skills, with the ability to manage multiple tasks, priorities and deadlines effectively.
- High level of accuracy, attention to detail, integrity, and discretion with confidential information
- Ability to work independently while also collaborating effectively with colleagues, partners and other stakeholders.

What We Are Looking For

A dependable and proactive individual with a service mindset, respect for people of all backgrounds, and sound judgement in using organisational assets—ability to meet competing deadlines with minimal supervision.

Contract: Full-time (40 hours a week), Monday-Friday, although some weekend work may be required.

Contract Length: Permanent, with a 3-month probationary period. Station of Appointment: Accra, A Rocha Ghana Head Office

How to Apply

Email a single PDF to ghana@arocha.org with the subject line "Application: Administrator", containing:

1. A cover letter (maximum one page)
2. A current CV (maximum three pages)
3. Names and contact details of three professional referees

Deadline: 30 October 2026, 23:59 GMT.

Only shortlisted candidates will be contacted.

A Rocha Ghana is an equal opportunity employer. Qualified women and persons with disabilities are strongly encouraged to apply. Canvassing will lead to disqualification. We do not charge a fee at any stage of recruitment.