

PROJECT COORDINATOR

Department: WSUP Ghana Programmes

Place of work: Tamale

Duration: One (1) year - Fixed term/full time

Grade: 7

Salary: GHS 102,514 gross per annum

Reports to: Project Manager, Tamale

Closing Date: 18th September 2026

ABOUT WSUP

Water and Sanitation for Urban Populations (WSUP) is a not-for-profit company that drives inclusive and resilient urban water and sanitation systems through pioneering practices, partnerships, and policies. Established in 2005 in response to the rapid expansion of cities unable to meet the demand for clean water and sanitation, WSUP works to ensure that low-income communities have access to these essential services.

We collaborate with local service providers to strengthen their capacity, develop infrastructure, and attract investment, ensuring that water and sanitation services are financially viable and reach the most vulnerable urban residents. Beyond direct service delivery, we work with governments and regulators to create an enabling environment for sustainable solutions.

As a global leader in urban water and sanitation, we are committed to sharing evidence-based insights and scalable innovations to drive systemic change. WSUP operates in seven countries across sub-Saharan Africa and Asia, supported by a UK-based office. Since our inception, we have helped over 42 million people gain access to improved water, sanitation, and hygiene services. For more information about WSUP's vision and approach, see www.wsup.com.

WSUP's innovative approach to creating impact is guided by our values, which are the common fundamental beliefs and principles that inform our approach and work. All our staff are expected to embody these values in their day-to-day work and interactions. To learn more about our values, please see **Work with us - WSUP**

ABOUT THE ROLE

The role is to support WSUP's water programme in Northern Ghana. The Project Coordinator will have a key role in the organisation by building and strengthening project delivery and by engaging with local partners to support that delivery and the next stage of WSUP's growth in Ghana, working closely with the WSUP Secretariat team. This is a key position in our Ghana team.

The ideal candidate will have experience of and passion for urban water and sanitation. They will be highly flexible and adaptable, able to manage both detailed administration and technical implementation of programmes and will demonstrate passion and empathy with WSUP's aims and values.

The Project Coordinator will work directly with the Ghana team under the supervision of the Project Manager. The Project Coordinator will also work in close consultation with other key WSUP functions in the Ghana team.

The Project Coordinator will liaise and coordinate with teams in the International Secretariat, which provide technical, management and finance support and oversight, coordinated by the Programme Excellence Team.

JOB DESCRIPTION

The key tasks and responsibilities of the Project Manager will include the following:

1. Project Management

- Ensure projects are managed in line with WSUP policies and procedures, including governance, financial management, and procurement.
- Monitor and supervise project implementation, taking into account environmental, institutional and organizational aspects and local stakeholders.
- Develop and regularly update work schedules and Gantt charts for all projects.
- Monitor actual and planned budget usage for selected tasks and components; coordinate with the WSUP Ghana Finance and Support Services Manager regarding budget control and financial progress.
- Follow-up on expenditures and disbursements related to the project.
- Oversee implementation of project activities and support the supervision of local suppliers, consultants and contractors, in consultation and coordination with the Country Manager and the and other key WSUP functions, including the following:

- Preparation and checking of draft contract documents, including Bills of Quantities
- Organizing and participating in tender development, tender assessment, and appointment of contractors
- Review and provide initial verification of interim payments.
- Attendance at site and other projects related meetings and visits
- Identify and oversee proactive management of risks.
- Working closely with support services, ensure that all visits to the assigned project(s) are coordinated efficiently and conducted in the best interests of the project(s) and country programme.
- In programme implementation carefully consider safeguarding issues and promote the rights of children, young people and vulnerable adults.

2. Local partner

- Build and maintain relationships and partnerships with relevant service providers, local government, local development partners, local stakeholders and communities, private sector and funder representatives at district/regional level.
- Support the Project Manager to identify capacity needs of service providers, institutions and other management structures involved in service delivery and support the delivery of capacity development to address the gaps.

3. Communication and coordination

- Oversee the documentation and sharing of learning and best practices with project stakeholders, liaising with the country team and with support from the WSUP Evaluation, Research and Learning team.
- Working closely with the programme country comms focal person and Project Manager, contribute to public communication, strong and positive WSUP brand visibility and recognition.

4. Monitoring and reporting

- Ensure accurate project and progress reporting in coordination with the Monitoring & Evaluation and Research Lead and other key WSUP functions.
- Working with partner organisations and local stakeholders to obtain relevant data and information for monitoring and evaluation.
- Regularly review project(s) progress against milestones, take corrective action where required, and raise issues with the Project Manager and in consultation with the other key WSUP functions. Suggest solutions wherever possible.

- Monitor compliance with local Health & Safety and Environmental standards and with WSUP's standard operating policies and procedures.
- Strict adherence to WSUP's ethics and safeguarding policies and proactively encourage transparency and openness in all activities.

5. Other duties

- Participate in sector conferences and workshops and compile reports on them as required.
- Undertake any other duties as commensurate with the role and agreed with the Project Manager

JOB SPECIFICATION

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A) Interview (I), Test (T), as indicated below.

Essential requirements

Experience and Knowledge

- Minimum – bachelor's degree in engineering, Social Sciences or another relevant field (A)
- Experience in the Water supply, Sanitation and Hygiene sector (A)
- Experience of working with water and/or sanitation service providers including at community level (A)
- Experience reviewing hydraulic designs, bill of quantities, and supervising construction works
- Experience in managing and delivering projects funded by agencies or governments (A)
- Track record of delivering project goals within deadlines and budgets (A) (I)
- Track record of effectively building and sustaining relationships at community and utility levels to realise project goals (A) (I)
- Demonstrated understanding of the urban WASH sector (A)
- An understanding of the practical realities and cultural dimensions of working in the assigned country/location (A)
- Understanding of the institutional framework of the WASH sector in Ghana including the Ashanti region (A) (I)
- Good understanding of project management, including project management methodologies, monitoring, quality control, basic financial controls and procurement (A) (I)

Skills

- Ability to work independently, lead a small team and work with community structures (A) (I)
- Excellent planning, organisational and time management skills, able to work well under pressure both proactively and reactively and prioritise a challenging workload (A) (I)
- Able to identify and prioritise areas of risk (A) (I)
- Good communication skills (In Dagbani or Mampruli and English at a high standard); able to communicate complex concepts concisely to non-technical staff both in writing and verbally and to provide professional advice with confidence and tact (I)
- Proficient user of Microsoft Office suite including Word, Excel, Outlook and Power point (A)

Other

- Commitment to the mission, vision and values of WSUP (I)
- Absolute adherence to WSUP's policies on Safeguarding, Child Protection, Health & Safety and Business Ethics and lead on these by example (I)

Desirable requirements

Experience, knowledge, skills

- Experience in contributing to setting project cost estimates and project budgets.
- Experience in capacity building and institutional support.
- Experience in Communications and reporting, including ensuring appropriate information is collected, communicated, managed & archived effectively.

HOW TO APPLY

To apply for this position, go to <https://www.wsup.com/vacancies/> to upload your resume and cover letter **before or by 18th September 2026**

Please note: Applicants must have the right to work in the country they apply for at the time of application. Please do not apply if this is not the case. Unfortunately, we do not sponsor visas.

While we value innovation and emerging technologies, we kindly ask that applicants refrain from using AI tools to write their applications, take assessments and during their

interviews. We are seeking authentic, personal responses that reflect your own experiences in your own voice.

EMPLOYMENT ELIGIBILITY AND SAFEGUARDING DISCLOSURE

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. WSUP also participates in the Inter-Agency Misconduct Disclosure Scheme.

The core of the scheme is that participating organisations will share information in the recruitment process about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed. This information will be shared in the form of a “Statement of Conduct”. For more information on the Scheme, please click on the following link: **www.misconduct-disclosure-scheme.org**.

In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. We will request information from all of your employers from the last five years. By applying, the job applicant confirms their understanding of these recruitment procedures.