<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Skills Development Officer</th>
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<tbody>
<tr>
<td>PARTNER(S):</td>
<td>Artisans Association of Ghana (AAG)</td>
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<tr>
<td>COUNTRY AND PLACE OF ASSIGNMENT:</td>
<td>Ghana, Accra</td>
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<tr>
<td>CONTRACT DURATION:</td>
<td>12 weeks</td>
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**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC). Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

The Artisans Association of Ghana (AAG) is a membership-based association that seeks to create a network of artisans that trains, upgrades and supports the certification of unskilled youth and master craftspeople, enabling them to provide services that meet global standards. Despite vast employment opportunities that the construction sector presents in Ghana, the participation of women and youth is hindered by limited information and support services. As a membership association with over 3000 members from four regions of Ghana, AAG seeks partnerships with businesses, identifies employment opportunities, and provides training and certification for its members. http://artisansghana.org/

The Employment Officer volunteer will contribute to Uniterra program objectives and AAG by supporting the development of and access to skills development and employment opportunities for members.

**RESPONSIBILITIES:**

- Support the job matching team to develop an outreach program to encourage construction firms to explore job opportunities for AAG members and the
- Explore job opportunities for members from facility maintenance firms, homeowners and estate developers;
- Develop easily accessible profiles of available job opportunities within construction firms;
- Conduct needs assessment of AAG members to identify training gaps;
- Review the availability and relevance of training opportunities offered by TVET certification bodies;
- Facilitate trainings to AAG members on general employment skills such as CV writing and interview techniques;
- Ensure the equal representation and participation of women and youth in all activities and program benefits;
- Write reports required by AAG and the Uniterra program.

**QUALIFICATIONS:**

- Demonstrated research skills
- Experience facilitating trainings or workshops is a strong asset
- Excellent written and communication skills in English
- Willingness to work with artisan groups and in an intercultural environment
- Must be a creative and innovative team player