



- Plastic Punch -  
JOB DESCRIPTION

**Position: Project Manager**  
**Reporting to: Executive Director**

**Plastic Punch:**

Plastic Punch is an **NGO and social business** based in Ghana promoting **circular economy and environmental preservation**, particularly marine conservation, to support **sustainable development** impacting future generations. Plastic Punch seeks to inspire **behavioural change** through **citizen science and awareness raising** towards **sustainable waste management practices**, emphasising **reducing plastic pollution**.

Our approach is multi-faceted, from **community engagements** and **events** to **media campaigns, research, and science projects**, working with local and global stakeholders to **influence policy directions toward the protection of people and the planet**.

Our main projects and activities include:

- **Beach Clean-ups & Events**
- **Citizen Science & Research**
- **Communications & Media**
- **Education and Outreach**
- **Eco-Tourism**
- **Policy**

**CONTEXT:**

Plastic Punch is currently working on 4 major projects in the sectors of marine science, waste management, circular economy and alternative solutions to single-use plastics.

The Plastic Punch Team is currently looking for a project manager to support the directors and management team and to plan and oversee projects to ensure they are completed in a timely fashion and within budget.



## **ASSIGNMENTS**

**Time spent: 10%**

### **Assignment I – Create Plans for Plastic Punch projects**

- Determine and define project scope and objectives
- Develop and manage detailed project schedule and work plans based on Plastic Punch strategy, approach and targets set by managers.
- Predict resources needed to reach objectives and manage resources in an effective and efficient manner

**Time spent: 30%**

### **Assignment II – Project implementation**

- Consult/negotiate with partners/ stakeholders regarding implementation of project activities.
- Maintain and expand existing relationships with partners and stakeholders.
- Provide technical & administrative support, participating in events & meetings.
- Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
- Prospect new partners in the work area.
- Consult with managers about deviations from guidelines/agreements.
- Communicate project information and send documentation (by exec. or project assistant).
- Supervise requests and order processing (by project managers and assistants).
- Track project costs in order to meet budget
- Resolve complaints (consult management & stakeholders, assess the nature/extent of the complaint, offer a solution (possibly consulting internal employees + manager).

**Time spent: 25%**

### **Assignment III – Project team coordination**

- Manage a team of 3-6 project assistants/ consultants
- Set up and monitor KPI according to project requirements and deadlines.
- Organise regular meetings to implement and follow up on project activities
- Work closely with administrative and financial teams to ensure smooth implementation and reporting quality
- Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables
- Monthly reporting of projects advancement to management
- Get support from Administration, NGO Management, Comm. & Research Department
- Train and support interns/ volunteers



**Time spent: 15%**

**Assignment IV – Follow up on project outputs and potential developments**

- Measure project performance to identify areas for improvement
- Collect and analyze project data by visiting project sites, compiling regular project reports, organizing workshops and meetings and consulting professional literature and the Internet.
- Collect information from third parties about project context and potential developments
- Present conclusions and findings in consultations, regularly informing the Communication & Research Department.
- Participate in various relevant consultation forums and working groups.

**Time spent: 10%**

**Assignment V – Contribution to NGO development**

- Identify and analyse new potential developments for the projects and assessing the opportunities for PP.
- Consult NGO Management regarding stakeholders’ engagement and strategic approach
- Propose adaptation plans and necessary steps or possible changes for project implementation
- Participate in internal decision-making about possible project improvement (innovation).

**Time spent: 10%**

**Assignment VI – Promotion of NGO**

- Organise NGO representatives’ visits of trade fairs/conferences/ events and giving information about existing and upcoming projects.
- Contribute to PP marketing plans and promotional support (event/ product brochures, promotional material.)
- Represent the NGO at various events and meetings

**Available resources**

- **Human:** Support from administration, project management teams, Communication and Research Departments
- **Financial:** allowances for transportation and internet
- **Material:** office laptop, office phone



## **Profile**

### ***Knowledge/ Skills***

- Masters' Degree in Environment, Marine Sciences, Sanitation, Development Studies or equivalent
- At least 3 to 5 years of relevant work experience in a Project Manager position, ideally in the environmental sector
- Affinity with environmental protection, climate change, waste management and conservation issues
- Command of English language in speech and writing. Other local and international languages are an advantage.
- Strong command of MS Office and Project management methods and tools
- Excellent analytical skills

### ***Abilities***

- Never lose sight of NGO values and interests
- Actively supports environmental advocacy
- Proactive Leader and Team player
- Experience seeing projects through the full life cycle
- Result-oriented and realistic
- Ability to solve problems creatively
- Ability to complete projects according to outlined scope, budget, and timeline

### ***Behaviors***

- Very good communication skills
- Strong interpersonal skills and extremely resourceful
- Can collaborate with different cultures
- Social skills for maintaining internal and external contacts
- Empathetic, adaptable and flexible
- Organizational skills, pragmatic, rigorous
- Perseverance and leadership

### **Conditions**

1-year renewable contract with 3 months trial period, fixed monthly salary + transportation allowance  
Position based in Accra - Teshie Bush Road or Prampram, possibility of 2 days Home Office/ week  
Regular field trips

### **Strong points of the position**

- Fast developing NGO
- International recognition and outreach
- Working for people and planet
- Diverse projects and topics from waste management to marine science, climate change, policy
- Passionate team
- Networking, training and personal development opportunities