

Operations Officer – Ghana (National Position)



Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 23, 2025

Published : Oct 13, 2025

Employment Status : Full Time

Experience : 3 - <5 Years

Salary :

Gender : Any

Career Level : Mid Level

Qualification : Bachelor's degree

Job Description

BRAC International (BI) is seeking an Operations Officer in the Ghana who is aligned with its ethos of working in partnership with communities to create impact for scale. The Operations Officer will be responsible for ensuring that BRAC GHANA NGO operations run smoothly and efficiently. The position holder will also be responsible for identifying areas of improvement and recommending to Country Leadership appropriate response as a means of ensuring the organization's operational efficiency. The Operations Officer will oversee efficient procurement processes, effective administration systems and efficient vehicle/fleet management, enabling BRAC Ghana to achieve its mission and strategic goals. S/he will also ensure that the core Values and Mission of BI are upheld, promoted, followed, and applied across Operations in the country office.

Key Responsibilities:

- 1. Operational Effectiveness and Efficiency**
 - Implement integrated operational policies and guidelines aligned with organizational strategy.
 - Lead and supervise the Operations Assistant and Driver, to ensure efficient operations and compliance with policies and procedures.
- 2. Procurement Management**
 - Handle procurement processes, including annual procurement planning, vendor selection, offer solicitation, evaluation, negotiations, and contract management, to achieve value for money from all procurements of goods and services.
 - Implement procurement best practices and ensure transparency and accountability in procurement operations
- 3. Administration and Facility Management**
 - Ensure efficient administrative processes, including office management, logistics, and facility maintenance, to support the smooth functioning of BRAC Ghana's operations.
 - Oversee implementation of, and compliance to, existing and prescribed health, safety and security policies, guidelines and regulations both at the Country Office and Field Offices.
 - Develop and maintain relationships with key stakeholders (such as landlords and service providers).
- 4. Performance Monitoring and Reporting**
 - Establish and track key performance indicators (KPIs) to measure the efficiency and effectiveness of operations.
 - Prepare regular reports and presentations for senior management and stakeholders on operational performance.
- 5. Safety and security Management**
 - Responsible for the safety and security management for all Country Office's assets, properties and staff.
 - Enforce comprehensive safety and security policies, including workplace safety, emergency preparedness, and response plans for Country Office.
 - Conduct regular risk assessments and implement measures to mitigate identified risks to employees, visitors, organization assets, and reputation.
 - Monitor compliance with Ghana regulatory safety regulations and ensure effective safeguarding of premises, staff and assets is maintained.
 - Coordinate, report, and manage safety incidents and follow-up actions by ensuring detailed records of incidents are monitored and closed.

Safeguarding Responsibilities:

- Establish a safeguarding culture by implementing the safeguarding policies, taking programme decisions with the do-no-harm principle, mitigating safeguarding risks and maintaining a safe working environment
- where staff feel encouraged to voice concerns without fear of retaliation.
- Ensure team members, partners and service providers have access to and receive mandatory training on the safeguarding policies and reporting channels
- Report safeguarding incidents witnessed or experienced to the Safeguarding department. For known cases, maintain neutrality, be sensitive and non-judgemental to victims/survivors, and cooperate with organisational investigations providing accurate information as needed.

Academic Qualifications:

Bachelor's degree in Procurement, Supply Chain, Logistics or Business Studies from a reputable university or CIPS level 3 qualification will be considered as an added advantage.

Required Skills, Competencies & Knowledge:

- Excellent writing and facilitation skills.
- Ability to prioritise tasks and manage time efficiently.
- Strong interpersonal communication and stakeholder management skills.
- Highly mobile & flexible to work from field location when required.
- Overseeing and travel to project site when required.
- Possess high ethical and moral standards.
- Sensible and adaptive to diverse work culture.

Experience Requirements:

- Minimum 3 years of proven experience handling operations in NGO setting, including at least 1 year at Officer level.
- Experience in working with partners and in establishing effective linkages with different input/service providers, government agencies and other stakeholders

About BRAC International:

BRAC International (BI), a leading non-profit organization, is on a mission to empower people and communities facing poverty, illiteracy, disease, and social injustice. Our vision is to create a world free from exploitation and discrimination, where everyone has the opportunity to realise their potential. We design proven, scalable solutions that equip people with the support and confidence they need to achieve their potential.

BRAC was founded in Bangladesh in 1972 and over the last five decades has grown to become one of the world's largest non-governmental organisations (NGOs), reaching over 100 million people. We started our first international operation by venturing into Afghanistan in 2002, building on lessons from our work in Bangladesh to support a nation devastated by war. Currently operating in 16 countries across Asia and Africa. Born, proven and led in the Global South, BRAC International brings a unique Southern perspective and commitment to continuous learning, providing a depth of insight, experience and evidence to meet the needs of diverse communities with humility and courage across Asia and Africa. To learn more about BRAC International, please visit (www.bracinternational.org.com)

Our Core Values:

Integrity: We approach our work with honesty and integrity.

Innovation: We innovate and iterate to improve our impact.

Inclusiveness: We foster inclusion to reach those who need it most

Effectiveness: We strive for effectiveness to better serve people in poverty

How to Apply

This is an outstanding opportunity to work with BRAC International in Ghana. If you feel you are the right match for the position mentioned above, please follow the application instructions accordingly. Please submit your resume, including all job assignments in detail, and cover letter via the below link;

[OPERATIONS OFFICER – GHANA](#)

Only complete applications will be accepted, and short-listed candidates will be contacted.

Application deadline: October 23, 2025

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation – regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

BRAC is an equal opportunity employer.

Disclaimer: BRAC International does not impose any fees at any stage of the recruitment process and holds no liability for any claims, losses, or damages arising from fraudulent activities.

Education & Experience

Must Have

Educational Requirements

Bachelor's degree

Compensation & Other Benefits
