

PROJECT MANAGER – DIGITAL SKILLS PROJECT



Until we are all equal

Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 17, 2025

Published : Oct 10, 2025

Employment Status : Full Time

Experience : 5 - <10 Years

Salary :

Gender : Any

Career Level : Mid Level

Qualification : Bachelor's degree

Job Description

Location: Accra, Ghana

Company: Plan International

The Organisation

Plan International is an independent development and humanitarian organisation that advances children's rights and equality for girls. We believe in the power and potential of every child but know this is often suppressed by poverty, violence, exclusion and discrimination. And it is girls who are most affected.

Working together with children, young people, supporters and partners, we strive for a just world, tackling the root causes of the challenges girls and vulnerable children face. We support children's rights from birth until they reach adulthood and we enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge.

For over 85 years, we have rallied other determined optimists to transform the lives of all children in more than 80 countries.

We won't stop until we are all equal.

THE OPPORTUNITY

Plan International Ghana is looking to recruit an experienced and qualified professional to join its ranks as Project Manager to lead and provide technical expertise in the implementation and management of its Digital Skills Project.

ABOUT YOU

The position holder will be responsible for leading and overseeing the planning, implementation, and execution of innovative technology initiatives that aim to enhance the digital skills training programs. The role requires strategic thinking, excellent project management skills, and a deep understanding of the intersection between technology and education.

For this project, the job holder will collaborate closely with cross-functional teams to ensure successful delivery of the project in alignment with established objectives, ensuring that project milestones are met within the agreed timelines and budget, while maintaining quality standards and addressing any emerging risks or challenges promptly.

ACCOUNTABILITIES

The Project Manager will be responsible for the following:

1. Project Planning and Strategy
2. Team Leadership and Coordination
3. Project Execution and Monitoring
4. Stakeholder Communication and Reporting
5. Budget and Resource Management
6. Risk Management
7. Technology Integration and Innovation
8. Quality Assurance
9. Training and Capacity Building
10. Post-Project Evaluation and Sustainability

TECHNICAL EXPERTISE, SKILLS AND KNOWLEDGE

Essential

- Education: A bachelor's degree in project management, Information Technology, Digital Innovation, Business Administration, or a related field. A certification in Project Management (e.g., PMP, PRINCE2) is preferred.

- Experience: At least 5 years of experience in project management, with a focus on technology integration, innovation, or digital education projects.

Technical Skills:

- Strong knowledge of digital tools and technologies relevant to education and learning management (e.g., LMS, e-learning platforms, cloud technologies).
- Proficiency in project management tools (e.g., Microsoft Project, Asana, Trello).
- Experience in budget management, resource allocation, and financial tracking for technology-related projects.

Soft Skills:

- Excellent leadership, communication, and interpersonal skills to manage cross-functional teams and stakeholders.
- Strong problem-solving skills and the ability to make decisions under pressure.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Strategic thinking with a focus on delivering value to learners and the organization.
- Adaptability and willingness to embrace new technologies and innovations.

PHYSICAL ENVIRONMENT

The job holder will operate in a dynamic and collaborative environment, engaging with internal teams, external vendors, and technology partners to support the successful delivery of project objectives. The role may require occasional travel for site visits, stakeholder consultations and project-related events.

LEVEL OF CONTACT WITH CHILDREN

Low contact- the job responsibilities of this position does not require the post holder to have frequent contact with children. There would be occasional contact with children and it is expected that children shall be protected at all times.

Please click on this link to view the full job profile and job description for the role: [Full Job Description - Digital Skills Project Manager - 2025.docx](#)

Location: Country Office

Type of Role: Project Mangement

Reports to: Head of Programs & Influencing

Job Type : Fixed Term Contract

Closing Date: 17th October, 2025

Application link: <https://tinyurl.com/yrfpzyd9>

Equality, diversity and inclusion is at the very heart of everything that Plan International stands for.

We want Plan International to reflect the diversity of the communities we work with, offering equal opportunities to everyone regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Plan International is based on a culture of inclusivity and we strive to create a workplace environment that ensures every team, in every office, in every country, is rich in diverse people, thoughts, and ideas.

We foster an organisational culture that embraces our commitment to racial justice, gender equality, girls' rights and inclusion.

Plan International believes that in a world where children face so many threats of harm, it is our duty to ensure that we, as an organisation, do everything we can to keep children safe. This means that we have particular responsibilities to children that we come into contact with and we must not contribute in any way to harming or placing children at risk.

A range of pre-employment checks will be undertaken in conformity with Plan International's Safeguarding Children and Young People policy. Plan International also participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this scheme we will request information from 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. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.

Please note that Plan International will never send unsolicited emails requesting payment from candidates.

Education & Experience

Must Have

Educational Requirements

Bachelor's degree

Compensation & Other Benefits