



No. C419, Goodwill Road, Kokomlemle, Greater Accra, Accra, Ghana

Tel: +233 302200799 +233 505837185/ Email: mmmuqthar@gmail.com / info@waccegh.org / www.waccegh.org

About West Africa Centre for Counter – Extremism (WACCE) – Project Officer

WACCE is an independent regional organization focused on security and counter-terrorism research and advocacy in West Africa. WACCE's works are intended at uncovering the underpinnings of radicalization and violent extremism to serve as effective contribution to State and Regional counter terrorism policy and strategy. Our vision is to serve as the most credible and leading security research organization on West Africa. In the last 10 years, WACCE has worked to stop 23 radicalized individuals from travelling to join terrorist groups. Our PVE programs have empowered 9,600 youth and local community agents to build resilience against conflicts and violent extremism in West Africa.

WACCE is currently looking to fill one vacancy for the role of a Project Officer.

Project Officer - Role Description

This is a full-time on-site role for a Project Officer at WACCE's office in Accra, Ghana.

Qualifications and Person Specifications

- Must have a bachelors bachelor's degree in Security, International Relations, Governance, Political Science and Sociology, Project Management, or any related field.
- He/She will be responsible for planning, organizing, and overseeing the successful completion of projects, ensuring it meets its goals, stays within budget, and is finished on time.
- He/she will lead teams, manage resources, identify and mitigate risks, and maintain communication with stakeholders to deliver the project's intended outcomes.
- Strong report writing, analytical and critical thinking abilities.
- Excellent written and verbal communication skills, ability to work well in a team and independently.
- Proficiency in relevant software tools (e.g., Microsoft Office, Powerpoint, SPSS).
- Helping to provide content (summary profile) and updates on 15 West African countries.
- Support WACCE research team by gathering, carrying out surveys, reviewing and writing research reports.
- Perform administrative duties as a daily part of engagement.
- The role will also involve working closely with local communities and assisting in the development of strategic policies and strategies.
- The above duties are only indicative and may include other duties as and when they arise.

Working Hours and Internship Duration

The Project Officer is expected to work from Accra and with travel to other parts of Ghana. He/she will work with the supervision of an assigned WACCE staff and will be required to work a minimum of 40 hours a week.

Logistics

WACCE will provide logistical support required to function in your role. Where travel outside of Accra is involved, WACCE will cover cost of transportation, accommodation and meals.

How to Apply

To apply, please send in your CV and Cover letter to philemon@waccegh.org and copy info@waccegh.org and mmmuqthar@gmail.com by September 15, 2025 at 23:59 hrs GMT.