



Ayiwa Danquah Memorial Foundation LBG

ONLINE JOB APPLICATION FORM

Digital Address:
AK-149-1927- Buokrom

Mobile:
0543507973
0531520050/929-855-8953

Website: www.miskl.org/foundation

Email: AyiwaDanquah.info@gmail.com

Deadline: 31 OCT/25

Applying for a position in Project Management

ADMF is seeking the services of a **Project Manager** and a **Project Assistant** at Buokrom.

Click on the links below to view the specific position you are applying for:

[Click here for Project Manager:](#)

[Click here for Project Assistant:](#)

[Click here for Accounting Assistant](#)

Please see below for the online interview instructions and questions.

* are required fields

For the Project Manger Position please only complete sections 1 and 2 below.

For the Project Assistant Position please only complete sections 1 and 3 below.

And for the Accounting Assistant Position please complete sections 1 and 4 below.

1. Please complete print and submit via email to:

AyiwaDanquah.info@gmail.com or on WhatsApp at 0531520050

2. You can also complete the pdf version electronically [HERE](#)

Complete and submit ONLINE NOW!

- Section 1 – section 1 must be completed by all

Fields for the job application * are Required

- First Name*
- Last Name*
- Email*
- Phone*
- Resume/CV* - attach document
- Education * - attach all applicable Certificates/Diplomas
- What is your desired salary? *

We would like to know how you heard about or learned about MISKL? *

Select all answers that best fits.

- ☐ MISKL.org
- ☐ follow MISKL on Social Media!
- ☐ YouTube
- ☐ Facebook
- ☐ TikTok

☐ Instagram

☐ Word of mouth

☐ Other – Please indicate:

Section 2: For Project Manager Position only

Please answer the following question in 2-3 sentences:

1. Why are you interested in working at ADMF?

2. Can you share an example of a time when you had to uphold ethical standards while managing a project under a tight deadline? How did you ensure transparency and accountability while still delivering results on time?"

3. Please describe a challenging situation you dealt with within a team and explain the steps you took to resolve it. What was the outcome and how did it benefit the team?"

4. As a leader, how would you effectively communicate a project's progress and key updates to a diverse group of stakeholders to ensure alignment and engagement?

Section 3: - For Project Assistant position only

Please answer the following question in 2-3 sentences:

1. Why are you interested in working at ADMF?

2. Tell us about a time when you had to maintain ethical standards while supporting a project under a tight deadline. How did you ensure transparency in your work and contribute to meeting the project goals on time?

3. Describe a situation where you faced a challenge while working with a team. What steps did you take to help resolve the issue, and how did your actions positively impact the team?

-
4. How would you support project communication efforts to keep stakeholders informed and engaged? What strategies would you use to ensure updates are clear, timely, and aligned with project goals?"

Section 4: - For Accounting Assistant position only

1. Can you walk us through your process for reconciling monthly bank statements and identifying discrepancies?"

2. "How do you prioritize tasks when managing multiple deadlines, such as preparing financial reports, processing invoices, and assisting with audits?"

3. *"The Ayiwa Danquah Memorial Foundation is committed to community impact. How do you see your role as an accounting assistant contributing to that mission?"*

[Submit Application](#)