



Ayiwa Danquah Memorial Foundation **LBC**

We are Hiring in 2026!

The Ayiwa Danquah Memorial Foundation announces a vacancy post!

Deadline to apply: Extended to April 15, 2026

Job Title: Project Assistant

Organization: Ayiwa Danquah Memorial Foundation (ADMF)

Location: Buokrom Estate Kumasi, Ghana

Contract Duration: Three-month probationary with expectancy for extensions

Reports To: Project Manager

Summary

The Project Assistant will support the Project Manager in coordinating and executing the foundation's 2025–2026 initiatives. This role involves administrative support, stakeholder coordination, and assistance in implementing programs related to scholarships, extracurricular activities, and facility upgrades at Modern International School Kumasi Limited (MISKL).

Key Responsibilities

- Assist in planning and tracking project activities and timelines.
- Support fundraising efforts and donor communications.
- Help manage scholarship documentation and student records.
- Coordinate logistics for extracurricular and facility upgrade projects.
- Prepare meeting notes, reports, and presentations.
- Maintain communication with school staff, vendors, and community partners

Qualifications

- Diploma or bachelor's degree in administration, Education, or related field.
- 1–2 years of experience in project or program support, preferably in a nonprofit or educational setting.
- Strong organizational and communication skills.
- Proficiency in Microsoft Office and basic project management tools.

Core Attributes

- Reliable and detail-oriented
- Collaborative and proactive
- Altruistic and community-focused
- Adaptable and resourceful

Compensation

Salary range: **Attractive** and would be based on **experience and qualifications**.

Additional benefits: accommodation may be provided at site, and professional development support and travel allowances as would be required

How to Apply

Interested candidates should **complete** the online application and submit together with a cover letter and CV to AyiwaDanquah.info@gmail.com by April 15, 2026. Please note all fields marked with * on the form must be completed.

Please access link to online application here: <https://assets.jottful.com/2223/project-assistant-online-app-2026.pdf>

For further information on the Foundation, please visit www.miskl.org/foundation and for jobs www.miskl.org/foundation/jobs or at the Foundation website under Careers.

