

VACANCY ANNOUNCEMENT

AN INFRASTRUCTURE COMPANY DELIVERING MAJOR ROAD PROJECTS IN GHANA IS INVITING APPLICATIONS FROM QUALIFIED PROFESSIONALS FOR THE FOLLOWING POSITIONS:

1. Head of Engineering

Department/Division: Engineering

Minimum Requirements and Experience:

- Bachelor's degree in Civil or Transportation Engineering or a related field; a Master's degree is an advantage.
- Professional membership of a recognised engineering body.
- Minimum of fifteen (15) years' progressive road construction experience (feasibility, design and construction).
- At least ten (10) years managing mega-infrastructure projects exceeding USD 100 million.
- Experience leading multidisciplinary teams of at least thirty (30) professionals on road projects.
- Hands-on experience in contract administration and dispute resolution on road projects.

2. Head of Procurement & Contracts

Department/Division: Procurement & Contracts

Minimum Requirements and Experience:

- Bachelor's degree in Engineering, Supply Chain, Business Administration or a related field; Master's preferred.
- Professional qualification in procurement (e.g. CIPS UK) or membership of a recognised management body.
- Minimum of twelve (12) years' procurement experience with significant exposure to EPC projects.
- Proven track record in managing large-scale EPC contract negotiations and awards.
- Strong knowledge of EPC contracting models, contract law and risk management.
- Sound knowledge of the Public Procurement Act and Public Financial Management Act.

3. Head of Finance Department/Division:

Finance

Minimum Requirements and Experience:

- First degree in Accounting, Finance, Business Administration or a related discipline.
- Professional qualification: ICA, ACCA, CIMA, CIPFA or CIA.
- A second degree in a relevant field.
- Five (5) to seven (7) years' experience in a similar or related position.
- Strong knowledge of IFRS, budgeting, financial reporting, treasury and internal controls.
- Experience in project finance and fund raising for infrastructure projects.

4. Head of Legal

Department/Division: Legal

Minimum Requirements and Experience:

- LL B or equivalent, plus BL / Qualifying Law Certificate from the Ghana School of Law.
- Member of the Ghana Bar Association.
- Minimum of fifteen (15) years' experience in a similar or related position. Proficient knowledge of project finance, development finance, banking and private equity.
- Knowledge of FIDIC and construction contracts, and corporate and commercial law.
- Experience in contract disputes, regulatory compliance and board secretarial services.

5. Admin / HR Manager

Department/Division: Finance & Administration

Minimum Requirements and Experience:

- Master's degree in Business Administration (Human Resource Management option).
- Professional certification (CIPD, SHRM or HRCI) is required.
- Minimum of seven (7) years' HR and administration experience, with at least three (3) years in a managerial role.
- Experience in payroll, employee benefits, recruitment and performance management.
- Sound knowledge of labour laws, HR policies and HR management systems.

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6. Public Relations Officer

Department/Division: Office of the CEO

Minimum Requirements and Experience:

- Bachelor's degree in Communication, Public Relations, Journalism, Mass Communication or a related field.
- Minimum of five (5) years' relevant experience in a public or corporate institution.
- Good knowledge of media practice, branding, corporate communication and reputation management.
- Experience managing media relations, press releases, events and stakeholder engagement.
- Strong writing, presentation, public speaking and digital communication skills.

7. Project Engineer / Coordinator

Department/Division: Engineering

Minimum Requirements and Experience:

- Bachelor's degree in Civil or Transportation Engineering or a related field; a Master's degree is an advantage.
- Professional membership of a recognised engineering body is an advantage.
- Minimum of twelve (12) years' experience on road projects, with at least eight (8) years on highway or expressway projects exceeding USD 50 million.
- Proven track record in construction supervision, design review and project management.
- Experience in QA/QC, contract administration and dispute resolution on road projects.

8. Procurement Officer

Department/Division: Procurement & Contracts

Minimum Requirements and Experience:

- Bachelor's degree in Supply Chain, Procurement, Logistics, Business Administration, Engineering or a related field.
- Minimum of three (3) to five (5) years' post-qualification procurement experience, ideally in construction or infrastructure.
- Associate membership or partial qualification with CIPS (UK) or GIPS is preferred.
- Working knowledge of the Public Procurement Act and EPC contracting frameworks.
- Experience in tendering (RFQ/RFP/ITT), bid evaluation and contract monitoring.

9.

Project

Accountant

Department/Division: Finance

Minimum Requirements and Experience:

- Bachelor's degree in Accounting or Finance; Master's preferred.
- Professional accounting qualification (ICA, ACCA or CIMA).
- Minimum of five (5) years' relevant experience in accounting or project finance management.
- Experience in budgeting, cost monitoring, financial analysis and reporting.
- Good knowledge of tax regulations, public sector finance and the Public Financial Management Act.
- Proficiency in accounting software and Microsoft Excel.

10. Compliance Officer

Department/Division: Legal

Minimum Requirements and Experience:

- LL.B or BA plus BL, or MBA in a relevant field, or an equivalent qualification in Risk & Compliance Management.
- Member of a recognised professional body.
- Minimum of five (5) years' relevant working experience.
- Experience in compliance and risk management on infrastructure projects.
- Experience developing compliance risk assessments and reporting compliance metrics.

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11. HR Officer

Department/Division: Administration

Minimum Requirements and Experience:

- Master's degree in Business Administration (Human Resource Management option).
- Professional qualification in a related field.
- Minimum of seven (7) years' relevant working experience. Experience in recruitment, staff records, performance appraisals and employee claims administration.
- Knowledge of labour laws, HR policies and HR management systems.

12. Logistics Officer

Department/Division: Procurement

Minimum Requirements and Experience:

- Bachelor's degree in Logistics, Supply Chain Management, Procurement, Business Administration or a related field.
- Minimum of five (5) years' experience in logistics, transport coordination, warehousing or supply chain operations.
- Good knowledge of inventory management, fleet coordination and fuel monitoring.
- Knowledge of health, safety and regulatory requirements in logistics is an added advantage.
- Proficiency in Microsoft Office, especially Excel and Word.

13. Environmental, Social & Governance (ESG) Officer

Department/Division: Legal

Minimum Requirements and Experience:

- Degree in Environmental Science, Social Science, Sustainability or a related field.
- Minimum of three (3) years' relevant experience.
- Knowledge of ESG standards and environmental and social safeguards.
- Experience in ESG due diligence, monitoring and compliance reporting.
- Experience in risk management and community / stakeholder engagement.

14. Front Desk Officer / PA

Department/Division: HR & Administration

Minimum Requirements and Experience:

- Minimum of an HND in Secretaryship and Management Studies or equivalent.
- One (1) to three (3) years' experience in a similar or related position.
- Strong customer care, front office and office protocol skills.
- Experience handling correspondence and drafting memos, reports and presentations.
- Proficiency in Microsoft Office and office equipment.

Application Requirements

Applicants must submit the following:

1. Application Letter and CV. The CV must include three referees.
2. Supporting documents, including relevant certificates and professional membership evidence where applicable.

Application Method

Scan the QR code to apply, or use the official application link provided by the institution.

Deadline: 28th October, 2026

Applications received after the deadline will not be considered.



Application Link

<https://www.jotform.com/261114487101043>

