SEED SYSTEMS GROUP

Because *All* Farmers Deserve Good Seed

PBR Cowpea Scale-Up Project - Ghana

Call for Applications: Office Administrator – Ghana

Reference: SSG/GH/2026/02

Seed Systems Group (SSG) invites applications from Ghanaian nationals for the position of Office Administrator, based in Tamale.

Duty station	Tamale, Northern Region, with occasional travel to project regions
Contract	Full-time; 12-month fixed-term contract with 3 months' probation, renewable to 30 September 2030 subject to performance and funding
Reports to	Country Coordinator, Ghana, with technical guidance from SSG Operations
Eligibility	Open to Ghanaian nationals only
Expected start	1 January 2027
Closing date	15 November 2026, 17:00 GMT

About SSG and the project

Seed Systems Group (SSG) is a non-profit scientific and technical organization that builds seed production and supply systems for smallholder farmers in 15 African countries. With funding from the Gates Foundation and Gates Ag One, and in partnership with Nutritious AgriFuture Nigeria (NAF), SSG is running a four-year project (October 2026 – September 2030) to scale up the production and adoption of pod-borer-resistant (PBR) cowpea in Northern, North East, Upper West and Ashanti regions. SSG is opening a project office in Tamale to manage this work.

Main responsibilities

1. Help set up the Tamale office: lease, renovation, furniture, IT and network, insurance and asset tagging.
2. Run the office day-to-day: correspondence, filing, supplies, utilities, internet, and service contracts.
3. Manage petty cash and the project bank account, prepare payment vouchers with full supporting documents, and do monthly bank reconciliations.
4. Prepare monthly expenditure reports and cash requests for SSG finance, and keep records ready for audit.
5. Run procurement under SSG procedures: requests for quotations, comparison of bids, purchase orders and supplier files.
6. Handle HR administration: contracts, attendance and leave records, payroll inputs, and monthly PAYE (GRA) and SSNIT filings.
7. Keep the office registration and statutory compliance up to date with the relevant Ghanaian authorities.
8. Organize logistics for trainings, workshops and field missions: venues, travel, accommodation and participant payments, with signed attendance sheets.

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9. Keep the asset register, the vehicle logbook and fuel records, and supervise the Driver's schedule.

Qualifications and experience

Required

- Higher National Diploma **(**HND) or bachelor's degree in accounting, Finance, Business Administration or a related field.
- At least 4 years of experience in office administration and finance, preferably in an NGO or donor-funded project.
- Working knowledge of Ghana tax and payroll rules (PAYE, withholding tax, VAT, SSNIT).
- Good skills in Excel, Word, and accounting software such as QuickBooks or Sage.
- Good written and spoken communication skills in English and local languages, accuracy with figures and good record-keeping.
- High integrity and the ability to handle confidential information.

Desirable

- Partial or full ICAG qualification.
- Experience with donor financial reporting and audits.

What SSG offers

A competitive monthly salary in line with qualifications and experience, and statutory benefits under the Labour Act, 2003 (Act 651) and SSNIT.

How to apply

Send one PDF file with a cover letter (maximum 2 pages), a CV, copies of certificates, a copy of your national ID card, and the names and contacts of three professional referees to secretariatwca@seedsystemsgroup.org, copy to mkangai@seedsystemsgroup.org, dnelima@seedsystemsgroup.org and bkiptanui@seedsystemsgroup.org. Use the subject line "Application – Office Administrator – Tamale". The closing date is **15 November 2026, 17:00 GMT.**

Only shortlisted candidates will be contacted for an interview, held online or in Tamale. SSG does not charge any fee at any stage of recruitment. Women are strongly encouraged to apply. The selected candidate will undergo reference and safeguarding checks.