

Junior Project and Operations Officer

ViaNova Consult is recruiting a part-time Junior Project and Operations Officer based in Ghana. The role supports company operations, project delivery and business development through disciplined coordination, reliable information and confident use of modern digital systems.

Position	Junior Project and Operations Officer
Location	Ghana
Arrangement	Part-time and remote, with occasional in-person support for meetings, workshops and events
Reporting line	Managing Director or designated Project Team Lead
Primary focus	Project coordination, operations, finance support, business development and communications
Working hours	Flexible part-time schedule with agreed availability during Ghana business hours

Role purpose

The officer will help ViaNova turn plans into reliable day-to-day execution. The role combines project follow-up, administration, finance documentation, opportunity sourcing and communications. It also supports the continuous improvement of ViaNova's digital workflows and operating systems.

Key responsibilities

Project and expert coordination

- Maintain project workplans, task trackers, calendars, action logs and deliverable schedules.
- Coordinate expert availability, contracts, timesheets, invoices, inputs and supporting documents.
- Follow up on agreed actions and alert the responsible lead early when a deadline, dependency or risk may affect delivery.
- Support progress reports, presentations, client submissions and project close-out records.

Company administration and light HR support

- Organise meetings, prepare agendas, document decisions and maintain follow-up records.
- Maintain personnel, consultant, leave, onboarding and company administration records.
- Support remote team coordination while handling personal and commercial information confidentially.

Finance procurement and logistics support

- Maintain budget and expenditure trackers and organise invoices, receipts, expense claims and reconciliations.
- Prepare payment and procurement documentation for management review and approval.
- Coordinate quotations, suppliers, travel, venues, participant communication and workshop materials.

Business development support

- Identify and monitor potential opportunities relevant to ViaNova's work.
- Summarise opportunities and key requirements for management review.
- Maintain business development records, schedules and contact information.
- Support research, coordination and preparation of business development materials.

Communications and digital visibility

- Maintain ViaNova's content calendar and support drafting, design, scheduling and monitoring of social media content.
- Collect project results, photographs, stories and lessons for case studies, proposals and website content.
- Support basic website updates and use audience data to improve future content.

Knowledge management monitoring and compliance

- Maintain consistent folder structures, file naming, version control, templates and project archives.
- Support collection and consolidation of activity, output and stakeholder data for project monitoring and reporting.
- Keep statutory, contractual, insurance and renewal dates visible through a compliance calendar.
- Maintain contact, supplier, expert, risk and decision records so information remains accessible and current.

Digital and AI capability

ViaNova does not require mastery of one fixed software suite. We are looking for a digitally confident person who can learn new systems quickly, select appropriate tools for a task and improve how the company works. The successful candidate should demonstrate the following capabilities:

- Work confidently across evolving cloud collaboration, project management, CRM, finance tracking, knowledge management, design and publishing platforms.
- Use AI assistants for research, opportunity screening, summarisation, first drafts, data structuring and quality checks while applying human judgement and verifying outputs.

- Create reusable templates and, where appropriate, support simple no-code automations that reduce repetitive work and improve follow-up.
- Assess tools based on business need, usability, cost, security and integration with existing workflows rather than loyalty to a single brand or platform.
- Protect personal, client and commercially sensitive information and use only approved tools and accounts for confidential work.
- Document new workflows clearly so other team members can use and maintain them.

Candidates are not expected to know every platform before joining. Strong learning agility, sound judgement and evidence of responsible technology use matter more than a fixed list of applications.

Candidate profile

- A bachelor's degree in business administration, project management, finance, development studies, communications, information systems or a related field.
- One to three years of relevant experience.
- Strong organisation, research, writing, numerical and follow-up skills.
- Ability to organise financial and project information accurately and present it clearly for management review.
- Excellent written and spoken English and the confidence to communicate with experts, partners, suppliers and clients.
- Ability to work independently in a remote setting, manage competing deadlines and ask for clarification early.

Additional advantages

- Exposure to consulting, international development, donor-funded projects, entrepreneurship support or professional services.
- Experience improving workflow through AI, automation, a database, a dashboard or another digital solution.
- Basic visual communication, social media analytics, website administration or content production experience.

Competency

- Reliable follow-through and attention to detail.
- Curiosity and willingness to test better ways of working.
- Professional judgement, discretion and respect for confidentiality.
- Clear communication and early escalation of problems.
- Practical problem solving and comfort working across different functions.

Indicative allocation of time

Work area	Share
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Work area	Share
Project and expert coordination	35%
Administration HR, and logistics	20%
Finance and procurement support	15%
Business development and proposals	20%
Communications knowledge and digital improvement	10%

Application

Applicants should submit a CV and a short cover letter to admin@vianovaconsult.com by **15.10.2026**. Interested candidates may also share a brief example of a workflow, digital tool or AI-supported process they have used or improved. This example is optional.

ViaNova welcomes applications from qualified candidates based in Ghana. Only shortlisted candidates will be contacted.