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About Impact Investing Ghana

Impact Investing Ghana (IIGh) is the Ghana National Advisory Board for Impact Investing. We are an independent private-sector-led initiative promoting sustainable development and advancing the development of the impact investment ecosystem in Ghana. Established as a nonprofit, IIGh is Ghana's representative to the Global Steering Group (GSG) for Impact Investing, the successor to the Social Impact Investment Taskforce established by the G8. The GSG's National Advisory Boards (NABs) currently cover 42 countries and provide a global platform to drive investment and increase visibility for its members globally. IIGh aims at tackling Ghana's pressing social and environmental challenges by driving more capital to deliver real impact. IIGh has an ambitious plan to support the growth of impact ventures and to catalyze \$ 5 billion in impact funds for investment in impact ventures in Ghana and the West African sub-region.

Responsibilities

1. Support the coordination of meetings and events with Enterprise Support Organizations (ESOs), government bodies, and other stakeholders by assisting in the preparation of presentations, reports, and other communication materials.
2. Research: Conduct research and create event briefs, policy briefs, concept notes, and others for strategic partners and special projects.
3. Executive support: Assist in the planning and execution of projects related to enterprise support and investment readiness and monitor project timelines and provide regular updates to the Program Officer.
4. Other administrative work assigned by your line manager.

5. Capstone project (to be determined during your internship)

Reporting to: Program Officer – Enterprise Support and Transaction Advisory

To apply: Email a cover letter and CV to hr@impactinvestinggh.org

Deadline: 02/05/2024, however, applications will be viewed on a rolling basis so early applicants will have an advantage.

Qualifications:

1. Bachelor's degree especially in business, finance, or a related field
2. Excellent written and verbal communication skills.
3. Previous internship or work experience in a related field is a plus.
4. Completed National Service
5. Ability to work independently and collaboratively in a fast-paced environment.
6. Interest in enterprise development, impact investing, and sustainability.
7. Strong research, analytical, and problem-solving skills.
8. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).