



VACANCY: CHIEF OF STAFF / HEAD OF OPERATIONS | IEA GHANA

The Institute of Economic Affairs, a leading independent public policy think tank, is seeking a strategic and results-driven **Chief of Staff / Head of Operations**.

Role: You will oversee the day-to-day running of IEA Ghana, drive organizational effectiveness, and support the Executive Director and the board in advocacy, fundraising, and policy delivery.

Key Responsibilities:

- Oversee day-to-day operations and drive staff accountability
- Lead IEA Ghana's advocacy program and public policy engagement
- Maintain and regularly update a mailing list of the 2,000 most important persons nationally and globally
- Leverage digital media for visibility and stakeholder engagement
- Assist with fundraising and prepare donor/funder reports
- Support organizational building and systems strengthening

Requirements:

- Advanced degree in relevant field
- 7+ years managerial experience in a think tank, NGO, or similar organization
- Proven experience in organizational management and building
- Experience with donor reporting, fundraising, and digital media
- Strong knowledge of public policy and Ghana's development landscape
- Excellent leadership, communication, and organizational skills
- Ability to write clearly and concisely

Offer: An attractive remuneration package commensurate with experience and qualifications.

Location: Accra, Ghana | **Full-time**

How to Apply: Send CV, Cover Letter + 1-page (maximum) explanation of one big problem facing Ghana and how you would tackle it at the IEA to: recruitment@ieagh.org with Subject: Application - Chief of Staff, IEA Ghana

Deadline: 7th September 2026

IEA Ghana is an equal opportunity employer. Women are encouraged to apply.