**Institute for Sustainable and Innovative Research (ISIR Ghana)**

***“Sustainability Through Innovation”***

**Organizational Structure & Roles**

**1. Governance and Advisory Level**

**Board of Directors / Governing Council**

**Role:**

* Provides strategic direction, policy oversight, and fiduciary responsibility.
* Approves annual plans, budgets, and institutional priorities.
* Evaluates Executive Director’s performance and ensures accountability.

**International Advisory Board**

**Role:**

* Offers technical guidance and mentorship to ISIR Ghana.
* Facilitates international collaborations, research partnerships, and grants.
* Advises on emerging global trends and innovation opportunities relevant to ISIR’s mission.

**2. Executive Leadership**

**Executive Director (ED)**

**Role:**

* Provides strategic and operational leadership to ISIR Ghana.
* Represents the Institute nationally and internationally.
* Oversees policy implementation, resource mobilization, and staff management.
* Reports directly to the Board of Directors.

**Deputy Executive Director (Operations & Programs)**

**Role:**

* Assists the Executive Director in managing day-to-day operations.
* Oversees implementation of projects and research activities.
* Coordinates among departments (Programs, MEAL, Communications, Finance).
* Ensures institutional efficiency, compliance, and quality assurance.

**3. Programs and Research Division**

**Programs Manager (Mr. Bashiru)**

**Role:**

* Leads design and implementation of ISIR programs and research initiatives.
* Ensures alignment with the Institute’s mission and donor requirements.
* Supervises project teams, coordinates with MEAL and Finance units.
* Prepares quarterly and annual program reports.

**Research & Innovation Coordinator**

**Role:**

* Integrates research activities across ISIR’s thematic areas.
* Facilitates collaboration among research officers and ensures quality assurance.
* Oversees data analysis, publication, and dissemination of findings.
* Supports proposal development and technical writing.

**Research Officers (Thematic Leads)**

**Roles (4 Key Areas):**

1. **Climate Change Research Officer**
   * Conducts research on mitigation, adaptation, and policy impacts.
   * Leads community climate resilience projects.
2. **Agriculture Research Officer**
   * Focuses on sustainable agriculture and smart-farming innovations.
   * Works with local farmers and agribusinesses on applied research.
3. **Education (STEAM) Research Officer**
   * Designs programs and research around Science, Technology, Engineering, Arts & Mathematics (STEAM).
   * Leads the ISIR STEAM Caravan and education outreach.
4. **Child & Maternal Health Research Officer**
   * Conducts applied research on maternal and child health outcomes.
   * Supports healthcare data systems and intervention evaluation.

**4. Monitoring, Evaluation, Accountability & Learning (MEAL) Division**

**MEAL Manager (Mr. Mubarak)**

**Role:**

* Develops and implements monitoring and evaluation frameworks.
* Ensures data quality, learning, and adaptive management.
* Conducts project evaluations and impact assessments.
* Leads knowledge management and institutional reporting.

**5. Finance and Administration Division**

**Finance & Administration Manager (Suggest we talk to Mr. Nana Awudu / Mr. Luut)**

**Role:**

* Oversees financial management, budgeting, and accounting systems.
* Ensures compliance with donor financial requirements and national laws.
* Supervises procurement, logistics, and HR operations.

**Human Resources (HR) Officer**

**Role:**

* Manages recruitment, contracts, performance reviews, and staff development.
* Implements HR policies and maintains personnel files.

**Administrative Assistant**

**Role:**

* Provides clerical, logistical, and office support to all departments.
* Maintains documentation, correspondence, and scheduling.

**6. Communications, Partnerships & Public Affairs Division**

**Communications & Public Affairs Manager**

**Role:**

* Oversees ISIR Ghana’s communication strategy and brand visibility.
* Manages media relations, publications, and social media presence.
* Leads advocacy campaigns and external engagement.

**Partnerships & Resource Mobilization Officer**

**Role:**

* Identifies and engages with funding partners and collaborators.
* Prepares donor proposals and concept notes in collaboration with Programs.
* Tracks partnership opportunities and maintains a partner database.

**Grants Manager**

**Role:**

* Manages donor contracts, compliance, and grant tracking systems.
* Coordinates narrative and financial reporting with Finance and Programs.
* Monitors grant implementation and ensures adherence to donor guidelines.
* Supports proposal development and post-award management.

**IT & Web Officer**

**Role:**

* Manages ISIR’s digital assets, website, and databases.
* Supports ICT infrastructure, cybersecurity, and digital communications tools.

**7. Executive Secretariat**

**Role:**

* Provides administrative and strategic support to the Executive Director.
* Coordinates communication between the Board, Advisory Board, and Management.
* Ensures institutional documentation, compliance filing, and scheduling.

**8. Technical Experts and Consultants Pool**

**Role:**

* Engaged on short-term assignments for specialized research, training, and evaluation projects.
* Provides expertise in data science, gender, policy analysis, and climate innovation.

**9. Volunteers and Interns**

**Role:**

* Support ISIR’s programs, research, and outreach initiatives.
* Gain hands-on experience in research, community engagement, and innovation.