



"If anyone has been looking for an ethical and professional NGO in Ghana, then I can personally recommend Ikando and its leadership."

Ralph Stone



Got more questions?

Request a call back. Email call@ikando.org including your name and telephone number and we will call you back.



"Thanks so much for all your support during my stay, you went beyond the call of duty. It was an amazing experience."

Lorna Williams

The Life Bridge Foundation has as its core business to engage government, non government and other stake holders in developing innovative, self sustainable and comprehensive educational programs to improve the life and well being of individuals especially children and the society as a whole.

The mission of Life Bridge is to train and work with well resourced institutions and professionals to prepare the students to excel academically and socially. This will be achieved by providing students with effective academic programs, entrepreneurial skills, applied research, extra-curricular activities and mentorship.

Life Bridge's Objectives:

- To compliment the work of formal education
- Groom competent and confident students (especially children) to achieve academic excellence.
- Give children and adults the right to learn by providing a well equipped reading and resource center
- Provide community training through ICT training for children
- Promote reading and discovery throughout the country.

Ongoing programmes include:

- Reading & Resource Centre
- Adult Literacy Programme
- Nursery & Crèche
- Homework Club
- Saturday Childcare Services
- Post Marital Counselling

Past Achievements include:

- Launched the kids against waste program on the 14th September at the World Bank office. Programme designed to sensitize kids on proper waste management practices
- Training of HIV/AIDS peer educators and counselors
- Running of the reading club for the two years
- Formation of educational clubs in schools.

The volunteer

The Life Bridge Foundation are looking for an administrator to help with the day-to-day running of the organisation and help it implement it's five-year programme. Tasks will include some or all of the following:

- Manage all administrative and human resource functions.
- Help develop and implement programmes.
- Foster a climate which enhances productivity and delivers superb customer services.
- Interpret and disseminate policies to other line managers and subordinates.
- Cultivate and maintain strong multiple customer relationship and thrust to break new grounds.
- Organize and manage logistics, while ensuring that all departments have the necessary logistics at all times for their efficient and effective operations.



How to Apply

Please fill in the application form you have been sent and email it together with an up-to-date resume (CV) to: info@ikando.org

We will email you within 48 hours of receiving your completed application form and resume.



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- Plan, develop and establish policies and objectives of fundraising function in accordance with objectives of organization.

What kind of skills you need to go on this placement

The ideal candidate will have previous administrative experience. You will need to be flexible and tolerant, show initiative and enthusiasm to face the many hurdles and challenges that you will encounter. You will have to be able to cope with simple working conditions and be able to work with little resources. This post does not require a high level of experience but commitment and enthusiasm is essential.

Accommodation Details

The individual will be staying at the Ikando accommodation in central Accra and travelling daily to the organisation located in the outskirts of the city. The house is clean and well-furnished, with running water and electricity (most of the time). You may be required to share your room with other Ikando volunteers. There is 24-hour security at the house. A cleaner will be available a couple of times a week to clean the accommodation and wash and iron your clothes for you.

Prices

Currency	2 weeks (incl deposit)	Each additional week	Deposit
British Pounds	£ 481	£ 87	£ 150
US Dollars	\$ 913	\$ 163	\$ 297
Euros	€ 717	€ 127	€ 234

What's included in the project fees?

- Accommodation & Fully Furnished kitchen.
- Welcome pack
- Airport pick-up
- \$100 Donation
- 24/7 Emergency support.
- Introduction to life in Ghana.

What's not included?

- Flights & Visa
- Food
- Vaccinations (please speak to your local GP)
- Insurance (required)

If you have any further questions on this placement, please do not hesitate to contact us.