

Job Title: People and Culture Specialist

Location: Accra, Ghana (Only candidates who are eligible to work legally without work visa sponsorship in Ghana will be considered.)

Contract Type: Full-time (40 hours per week), 1-year fixed term contract with possibility of renewal based on funding, operational requirements, performance, and applicable local employment legislation.

Hiring Salary: GHS 11,097 per month (before taxes)

Target Start Date: December 2026

Application Closing Date: September 28, 2026 23:59 GMT

This job advert is for an existing vacancy.

About Right To Play:

For more than 25 years, Right To Play has been protecting, educating, and empowering millions of children each year to rise above adversity through the power of play.

We offer programs in 13 countries across Africa, Asia, the Middle East and North America, reaching millions of children each year in some of the most difficult places on earth, helping them to stay in school and learn, overcome prejudice, heal from trauma, and develop the skills they need to thrive. We do this by harnessing play, one of the most fundamental forces in a child's life, to teach children the critical skills they need to dismantle barriers and embrace opportunities, in learning and in life.

This work is supported by our two global offices in Toronto, Canada and London, UK; and seven National Offices in North America and Europe.

Right To Play began working in Ghana in 2001 to support children's health and well-being, particularly through vaccination campaigns, and to address child protection needs. Today, our programs focus on ensuring children have access to quality play-based education, supporting girls to have the same access to education and opportunity as boys, and supporting children's emotional well-being. In 2023 alone, we reached more than three million children and youth, 80,000 teachers, 100 community leaders, and 10,000 parents and caregivers. Click [here](#) for more information.

Benefits Highlights:

- Connect and collaborate with a global team who are passionate about protecting, educating and empowering children and youth using the power of play!
- Culture premised on our **Culture Code (accept everyone, make things happen, display courage, demonstrate care, and be playful)**
- Paid leaves (20 days annual leave, 3 personal days per year)

- Competitive benefits such as medical insurance, workman compensation, transportation allowance, call credit, funeral cover grants and life insurance
- 10% temporary allowance for Ghana employees from July to December 2026 and the next salary review is in January 2027.
- Learning opportunities and 5 learning and development (L&D) days per year
- More information on what we offer is available on [our website](#).

Application Method:

Apply with your resume and cover letter in English via the application link:

<https://righttoplay.hiringplatform.ca/250165-people-and-culture-specialist-ghana/1135976-application-form/en>

Please note that applications will be reviewed on a rolling basis, you are encouraged to apply as soon as possible.

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We strongly encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play.

As part of our selection process, final candidates will be required to complete security checks and Vulnerable Sector Check or equivalent criminal record check as a condition of the offer. More details about our recruitment process are available [here](#). Safeguarding information is available [here](#).

As part of our recruitment and selection process, Right To Play uses Artificial Intelligence (AI) - assisted tools to support the assessment of candidates or applications. This may include but not limited to generating and editing of job adverts, assessment and interview questions, scheduling, translation, transcription, note taking, etc. Our Applicant Tracking System (ATS), VidCruiter, also use AI-powered ChatBot to answer candidates' enquiries. These tools are used only to assist human reviewers in evaluation and do not make selection or screening decisions. All hiring decisions are made by human reviewers. All AI-assisted processes comply with applicable privacy and data protection regulations, including GDPR and PIPEDA. For more information, please refer to [RTP AI Policy](#) and our [Best Practice: Use of AI in Recruitment](#).

We value and promote a culture of diversity, equity, inclusion, and belonging. We are committed to providing accommodations to candidates with disabilities during the recruitment and selection process, and thereafter. Please reach out to the People & Culture team by email at careers@righttoplay.com. **All information provided will be treated as confidential and used only to provide an accessible candidate experience.**

Job Description:

Job Title: People & Culture Specialist	Grade: 7
Reports to: Country Director	Location: RTP Country Office
Direct Reports: N/A	Department: People & Culture

1- Purpose:

The People and Culture (P&C) Specialist leads and delivers day-to-day P&C services within the Country Office (CO) in alignment with organizational P&C strategies, policies and standards and applicable country labour and employment requirements. The role advises and supports the Country Director (CD), Senior Management Team (SMT), managers and employees, and works closely with the P&C Business Partner and wider Global P&C team, receiving functional guidance from relevant Global P&C colleagues.

2- Accountability & Responsibilities:

- **P&C operations:** Manage P&C across the employee lifecycle, including; workforce planning, job descriptions development, recruitment and selection, onboarding, employee changes, performance management, learning and development, engagement and offboarding. Maintain accurate People-related records in Human Resource Information System (HRIS) and SharePoint, conduct regular checks and provide audit information. Advise on employee relations matters, including grievances, disciplinary processes and workplace concerns, applying RTP policies consistently and escalating complex or sensitive matters. Support safe recruitment, appropriate escalation of safeguarding concerns, and compliance with the Data Protection Policy. (45%)
- **P&C strategy and policy:** Support the CD and SMT to develop and implement the country P&C strategy, staff budget and annual plan. Maintain the country Employee Handbook and P&C procedures; communicate policies and provide training; advise on RTP global and in country policies and applicable country labour and employment requirements; monitor legislative developments; coordinate legal counsel as required; and promote consistent P&C practices. (35%)
- **Reward and engagement:** Advise on reward and manage engagement and recognition schemes; administer benefit programs; liaise with P&C service providers; maintain accurate documentation; and communicate employee information and payroll-related changes to the appropriate functions. Support salary and benefits surveys and ensure compliance with applicable country requirements. (20%)
- Perform other duties as assigned.

3- Scope (geographical and/or functional), Impact and Autonomy

This stand-alone role manages day-to-day P&C services for one RTP Country Office and applies established policies and processes with appropriate autonomy. It is accountable for accurate P&C records and HRIS data, country compliance, and practical recommendations on benefits, processes and application of global policies, escalating complex or high-risk matters as appropriate.

4- Leadership and Staff management

Provide P&C guidance, coaching, training and practical support to managers and employees. Provide short-term oversight and guidance to volunteers, interns, and temporary staff where applicable. The role has no regular direct reports unless otherwise assigned.

5- Information requirement for decision-making

Independently create, manage, and maintain accurate P&C data and records, using information to support workforce decisions, recruitment, employee lifecycle management, reporting, and compliance while handling sensitive employee information with confidentiality and discretion.

6- Innovation and Improvements

Monitor the country context, labour and employment requirements, and emerging P&C practices; advise the CD and Global P&C team; and recommend practical improvements with consideration of their broader organizational impact.

7- Relationships & Communications: Internal / External:

Works closely with the CD, SMT, managers, employees, P&C Business Partner and Global P&C colleagues to advise, coordinate and communicate on P&C matters. Maintains external relationships with benefits and P&C service providers, government and statutory bodies, recruitment partners, legal counsel and relevant HR networks, using confidentiality, discretion and tact.

8- Expertise (Certifications / Education, Professional Experience/Language)

- Bachelor's degree or equivalent experience in human resources, business administration, public administration, or related discipline.
- Demonstrated experience and capability in recruitment and selection, employee relations, performance management, learning and development, compensation and benefits, HR Information Systems (HRIS), Applicant Tracking Systems (ATS), and working with legal counsel or external P&C service providers.
- Strong analytical, judgement, and problem-solving skills to interpret P&C data, policies, and employment requirements and recommend practical process improvements and courses of action.
- Ability to use AI and digital collaboration tools effectively and responsibly to work with colleagues and support P&C delivery.
- Strong knowledge and practical understanding of applicable country labour and employment law, employment standards, occupational health and safety, and relevant human rights principles.
- Professional proficiency in English and the relevant Country Office language(s), as required.

9- Core Competences

- **Collaboration:** demonstrate strong teamwork skills, working effectively with cross-functional teams, country teams, and external stakeholders to achieve common P&C goals.
- **Growth Mindset:** Embrace continuous learning, staying updated with industry trends, and actively seeking opportunities to improve P&C processes and personal development.

- **Resilience:** Handle challenges with a positive attitude, maintaining focus and adaptability in high-pressure situations or when dealing with complex P&C issues. Demonstrates a proactive approach.
- **Professionalism:** Demonstrate a high level of integrity, discretion, and ethical behavior, maintaining confidentiality and adhering to organizational standards.
- **Management and Interpersonal Skills:** Possess strong leadership abilities, guiding and supporting staff while also being approachable and effective in conflict resolution and relationship-building.
- **Planning and Organization:** Work independently, manage multiple priorities and deadlines, and maintain complete and accurate P&C records.

10- Additional Information

May be required to travel within the country and occasionally internationally, and to work outside the normal schedule when operationally required. May also be required to support employees in neighboring countries where RTP does not have an established CO.