

# **JOB VACANCY**

## **GHANA BAPTIST CONVENTION**

The Ghana Baptist Convention is inviting applications from suitably qualified persons for the position of Director for Christian Education & Auxiliaries.

### **1.0 JOB ROLE**

The position holder will report directly to the Vice-President, Ministries. Responsible for the design of a goal driven/dynamic Christian education/faith development curriculum to promote church development, discipleship training and support the Convention in achieving the spiritual growth of congregants.

**2.0 JOB LOCATION:** Head Office, Baptist House, Abelenkpe, Accra

### **3.0 KEY JOB REQUIREMENTS**

#### **a. Strategy & Policy Development**

- Develop strategy/operational plan for the Christian Education & Auxiliaries Department as input into the overall corporate strategy and monitor its implementation.
- Develop policies, standard operating procedures (SOPs), work plans and other support systems including monitoring mechanisms in managing the Department to achieve set targets.

#### **b. Christian Education & Faith Development**

- Lead in the design/establishment of effective and comprehensive Christian educational curriculum/programmes that support lifelong learning and conform to the teachings of Convention and contemporary culture.
- Develop and integrate a dynamic spiritual development programmes that nurture spiritual growth for all categories of people and encourage the Convention to become a life transforming force within the community and the world.

#### **c. Research, Training & Development**

- Conduct research/studies to identify educational needs, teaching materials/supplies and develop innovative ways/resources to make Christian Education and discipleship more effective through continuous education.
- Identify priority areas for educational programmes and explore avenues both local/international for possible establishment of new programmes/activities.
- Review existing literature and other resources for education/study and make those resources available to the Convention.

#### **d. Technical Advisory Support**

- Provide technical advice and guidance in the development of Christian leadership training for the Convention.
- Serve as the educational resource person/advisor and articulate a vision/direction for the Convention's Christian education programme.

#### **e. Stakeholder Relations & Management**

- Maintain professional working relationships with Member Churches, Denominational Churches, Publishers, Media Houses and other stakeholders in the area of training and education to develop/grow the faith of member of the Convention.

**f. Financial Management**

- Responsible for the preparation of the annual operating budget for the Christian Education & Auxiliaries Department and monitor its implementation to ensure compliance.
- Review and approve claims and bills for payments to service providers/vendors, etc.

**g. Information & Reporting**

- Stay abreast with new trends, methods, materials, principles, procedures, opportunities, etc. relating to Christian education programmes and initiatives.
- Responsible for the preparation of monthly, quarterly and annual consolidated reports on all operational activities of the Department.

**h. Employee Performance & Development**

- Hold direct reports accountable for the performance of assignments in their respective areas of responsibilities.
- Conduct performance appraisal and provide input for career development and recommend performance incentives for subordinate staff.
- Identify training needs and facilitate training for subordinate staff.

**4.0 PERSON SPECIFICATIONS**

- Masters Degree in Ministry, Theology, Church Administration preferably with a focus on Christian Education or in related field.
- Must be an ordained Minister of the Convention.
- Seven (7) years relevant working experience with at least 3 years in management position.
- Excellent knowledge, understanding and skills in Christian education and spiritual development.
- Strong ability to demonstrate, articulate and model a mature Christian faith and sense of vocation/call in the ministry of Christian discipleship.
- Demonstrated experience in working with Christian Education programmes across all ages.

**5.0 HOW TO APPLY**

Interested applicants should submit the following documents to the email or the address provided below, not later than 21<sup>st</sup> December 2017:

- a. Detailed Curriculum Vitae together with a cover letter.
- b. Certified photocopies of relevant certificates.
- c. Names, e-mail addresses and telephone numbers of three (3) Referees.
- d. A letter confirming your membership of a Convention Member-Church.

E-mail: [info@gbconvention.com](mailto:info@gbconvention.com)

**OR DELIVER DIRECTLY TO:**

The Vice President, Administration  
Ghana Baptist Convention  
No. 11 Yiyiwa Street, Abelenkpe, Accra  
P. O. Box AN19909 Accra-North