

# **JOB VACANCY**

## **GHANA BAPTIST CONVENTION**

The Ghana Baptist Convention is inviting applications from suitably qualified persons for the position of **MEN'S MINISTRY CO-ORDINATOR**.

### **1.0 JOB ROLE**

The position holder will report directly to the Director of Christian Education & Auxiliaries. Responsible for coordinating and monitoring the implementation of policies and programmes to build a strong Men's Ministry within the Convention that is actively involved in missions and discipleship.

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

### **3.0 KEY JOB REQUIREMENTS**

#### **Strategy & Policy Development**

- Participate in the development of strategy/operational plan to coordinate the activities and programmes of the Men's Ministry.
- Initiate/implement policies and strategies to create an environment that encourages spiritual development and advance the cause of men within the Convention.

#### **Men's Ministry - Administration & Monitoring**

- Liaise with the leadership of the Men's Ministry to plan, develop and implement programmes /activities that will meet the various contemporary needs of a diverse male constituency of the Convention.
- Identify/recommend opportunities that will encourage and equip men to participate in personal evangelism, discipleship, community service and investing in global ministry.
- Serve as a contact person in defining and clarifying the role of the Men's Ministry.
- Review programmes/activities of the Men's Ministry and recommend resources/materials to help facilitate the activities of the Ministry.
- Promote and publicise the activities of the National Men's Ministry events and facilitate communication between leadership of the Convention and the Ministry.
- Liaise with the Executive of the Men's Ministry to provide professional guidance and support for the activities/projects and programmes of the Convention.
- Monitor to ensure that the vision, goals, objectives and programmes/activities of the Men's Ministry are in harmony with the Convention's overall strategy.

#### **Stakeholder Relations & Management**

- Maintain professional working relationships with Member Churches, Denominational Churches and other stakeholders to ensure achievement of the Men's Ministry vision and goals.

#### **Financial Management**

- Prepare annual operating budget to facilitate the operations of the Unit.
- Review and approve claims and bills for payments to service providers/vendors, etc.

### **Information & Reporting**

- Stay abreast with new trends, best practices, methods, principles, procedures in ministry administration.
- Maintain and update resource catalogue and other official correspondence for the Men's Ministry.
- Document details of programmes such as Bible studies, retreats, seminars, workshops and outreach/missions for record purposes.
- Prepare quarterly and annual consolidated reports on the programmes and activities of the Men's Ministry to Executive Committee.

### **4.0 PERSON SPECIFICATIONS**

- Bachelor's Degree in Social Sciences or equivalent qualification in related field.
- Five (5) years relevant working experience in related role.
- Clear spiritual understanding of God's design for women and a burden for men's broad needs and concerns.
- Good knowledge/understanding in strategizing, planning, organising, scheduling and executing projects and programmes.
- Ability to maintain a commitment to the doctrinal and ethical beliefs of the Convention.
- Heart for ministry, visible commitment to build the Kingdom of God and a sense of God's call to Ministry.
- High ability to work with all categories of people and coordinate ministries and programmes within the Convention that involves women.
- Good knowledge in strategic planning.
- Good decision making based on thorough analysis.
- Good negotiation and conflict management skills.
- Excellent communication, presentation and report writing skills.

### **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