

JOB VACANCY

GHANA BAPTIST CONVENTION

The Ghana Baptist Convention is inviting applications from suitably qualified persons for the position of W.M.U. 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 Women'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 Women's Missionary Union of the Convention.
- Initiate and implement policies and strategies to create an environment that encourages spiritual development and advance the cause of women within the Convention.
- Collaborate with Leadership of the W.M.U. to execute strategies for cultivating strong families and equipping women to be responsible wives and mothers.

Women's Missionary Union (W.M.U.) – Administration & Monitoring

- Liaise with the Leadership of the W.M.U. to plan, develop and implement programmes/activities that will meet the various contemporary needs of a diverse women constituency of the Convention.
- Identify/recommend opportunities that will encourage and equip women to participate in personal evangelism, discipleship, community service and investing in global ministry.
- Serve as a contact person for the W.M.U. in defining and clarifying their role in the Convention.

Stakeholder Relations & Management

- Maintain professional working relationships with Member Churches, other Denominations, Women's Ministry Union (local and international) and other stakeholders to ensure achievement of the Women's Ministry vision and goals.
- Identify, build and foster women participation in existing and future Women's Missionary Unions.

Financial Management

- Prepare annual operating budget to facilitate 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 Women Missionary Unions (W.M.U.).
- Document details of programmes such as Bible studies, retreats, seminars, workshops and outreach/missions for record purposes.
- Prepare agenda for all meeting of the W.M.U. in consultation with the National President.

4.0 PERSON SPECIFICATIONS

- Bachelors 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 women'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 21st 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

OR DELIVER DIRECTLY TO:

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