



JOB VACANCY GHANA BAPTIST CONVENTION

The Ghana Baptist Convention is inviting applications from suitably qualified persons for the position of **Human Resource/Administrative Officer**.

1.0 JOB ROLE

The position holder will report directly to the Director of HR/Admin, or in his/her absence, to the Vice-President (Administration). Responsible for assisting in the management of the Kumasi Office of the Ghana Baptist Convention and providing administrative support to the Mid-Ghana Sector Head.

2.0 JOB LOCATION: Amakom, Kumasi.

3.0 KEY JOB REQUIREMENTS

- Provide clerical and administrative duties to support the operations of the Convention.
- Coordinate the arrangement of meetings/conferences for the Convention.
- Make available necessary logistics for training programmes and other official events as appropriate.
- Maintain an effective database system for managing the Administration functions.
- Maintain and update record/inventory of all stationery and office logistics.
- Provide support in the organisation of staff durbars and welfare activities.
- Gather data for the preparation of monthly/periodic reports.
- Receive monthly contributions and donations on behalf of the convention and bank same as is appropriate in line with Convention's Financial Management Policies.
- Submit weekly, monthly, quarterly and annual returns on contributions received from churches to the Director of Finance and Sector Head.
- Issue correct receipts and maintain accurate records of all such funds.
- Provide Administrative support to the Mid-Ghana Sector Head.
- Assist the Finance Director in his conduct of bank reconciliations.
- Perform any other duty(s) as assigned by Superior Officer.
- Implement approved filing systems and procedures for record retention; including maintenance of effective log systems.
- Update statistics on actual Head Count of employees and prepare monthly manning reports for review by Superior Officers and update the manning register.
- Provide the necessary support in the recruitment processes (e.g., arrangement of logistics, notifying applicants of interviews, etc.) in accordance with approved HR policies/procedures.
- Administer employees' actions including re-imbursable claims (e.g. leave, sick offs, medical, advances/loans, etc.) for approval in line with established policy guidelines.
- Respond to HR operational enquiries from Staff within prescribed limits of authority.
- Provide information for the update of Staff records and files.



4.0 PERSON SPECIFICATIONS

- Bachelors Degree in Human Resource Management or equivalent qualification in related field.
- One (1) year relevant working experience in related role.
- Knowledge and understanding of HR Policies, Procedures, Labour Laws and Regulations.
- Ability to negotiate and manage conflicts.
- Good knowledge/understanding of office practice and administrative procedures.
- Working experience in handling administrative support related tasks.
- Ability to adhere to sensitive deadlines and maintain confidential material.
- Ability to prioritize and manage multiple assignments.
- Excellent interpersonal, communication and presentation skills.
- Good planning and organizing skills.
- Great deal of attention to details.
- Knowledge in the use of Microsoft Office Suite and other HR/administrative software and tools (Telephone, Fax, Scanner, Photocopier, etc.)

5.0 HOW TO APPLY

Interested applicants should submit the following documents to the email or the address provided below, not later than 29th June, 2018:

- a. Detailed Curriculum Vitae together with a cover/application letter.***
- b. Certified photocopies of relevant certificates.***
- c. Names, e-mail addresses and telephone numbers of three (3) Referees.***
- d. A letter from your Pastor, 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
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