

JOB VACANCY GHANA BAPTIST CONVENTION

The Ghana Baptist Convention is inviting applications from suitably qualified persons as Manager, Baptist Vocational Training Centre, Frankadua.

JOB ROLE

Responsible for the development and management of policies/ programmes and create an environment for staff/students to achieve their full potential and the goals/objectives of the Vocational Centre. **Females are the most preferred candidates for this Job role as most of the students are girls.**

JOB LOCATIONS: Frankadua, Eastern Region

KEY RESPONSIBILITIES

- a. Develop strategy/operational plan for the Baptist Vocational Training Centre as input into the overall strategy of the Convention.
- b. Develop policies, standard operating procedures (SOPs), work plan, control standards and other support systems including monitoring mechanisms in managing the operations of the Centre to achieve targeted objectives.
- c. Oversee the development of a curriculum that is innovative, entrepreneurial and creative for the acquisition of vocational/professional skills.
- d. Develop a result driven vocational training programmes and schedules based on emerging needs/developments in communities and monitor its implementation to achieve set objectives.
- e. Collaborate with Training Instructors in developing training manuals, evaluation procedures and other educational materials to facilitate training activities.
- f. Responsible for the effective management of the resources/properties of the Centre to promote effective teaching and learning for student and staff.
- g. Create the environment and opportunities to minister to the spiritual needs of students/staff and provide spiritual leadership and counselling for the rehabilitation of rescued girls from Trokosi shrines.
- h. Develop a system for monitoring/evaluating processes and procedures to ensure the quality assurance of teaching and learning.
- i. Monitor and evaluate services undertaken by Service Providers to ensure satisfactory completion of projects/programmes as per contract agreement.
- j. Establish and maintain professional relationship with businesses, educational institutions, communities and other stakeholders to explore opportunities to support/improve projects and programmes of the Centre.
- k. Liaise with Director/BREDA in the mobilisation and solicitation of resources/funds to support the social intervention programmes at the Centre.
- l. Prepare the annual operating budget and plans for running the activities of the Centre and support all training and development projects/programmes.
- m. Prepare monthly, quarterly and annual consolidated report(s) with appropriate recommendations on all programmes, projects and initiatives.

JOB SPECIFICATION

- a. Bachelors Degree in Social Work, Social Sciences or equivalent professional qualification in related field.
- b. Theological Education will be an added advantage.
- c. Five (5) years relevant working experience in related role.
- d. Good knowledge and understanding of all aspect of resource mobilisation and communication.
- e. Good working experience in designing, delivering and managing a range of learning and development interventions towards the spiritual, academic, moral, social and emotional development of students.
- f. Considerable knowledge/understanding in facilitation of training in all cultures.
- g. Strong ability to demonstrate, articulate and model a mature Christian faith and a sense of vocation/call in the ministry of Christian discipleship.
- h. Strong negotiation and conflict management skills.
- i. Excellent communication, presentation and report writing skills.
- j. Absolute discretion in handling/dealing with confidential information.

k. Proficiency in Microsoft Office Suite.

HOW TO APPLY

Interested applicants should submit the following documents to the email or the address provided below, not later than 30th November, 2018:

- 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, one of which should be your Sector Head.
- d. Reference letter from local Church.

E-mail: info@gbconvention.com

OR DELIVER DIRECTLY TO:

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