



GHANA BAPTIST CONVENTION

JOB VACANCY

The Ghana Baptist Convention is inviting applications from suitably qualified persons for the position of **Coordinator, Non-Theological Educational Institutions.**

1. JOB PURPOSE: The Job holder will report to the Vice-President (Administration) and will be responsible for the monitoring and evaluation of the operational performance of all Convention's Non-Theological Educational Institutions to ensure their smooth running and compliance with the Convention's policies and relevant national regulations.

2. JOB LOCATION: Baptist House, Abelenkpe - Accra

3. KEY RESPONSIBILITIES

- Assist in developing of policies, standard operating procedures (SOPs), work plans and other support systems including monitoring mechanisms in managing the Department to achieve targeted objectives.
- Provide input for the strategic planning and management of the Ghana Baptist Educational Institutions to fulfil the mission, vision and values of the Convention.
- Contribute to policy development, planning and set up of strategic vision for the Baptist Educational Institutions to ensure achievement of objectives.
- Establish effective communication strategies to keep the Convention informed of key monitoring reports, student, volunteer and staff successes, local issues and board decisions.
- Collaborate with Heads/leadership of the various Institutions to ensure effective implementation of policies/procedures and provide report to the Convention on issues of non-compliance for remedial action.
- Facilitate communication between the Institutions and the leadership of the Convention to ensure consistency in programmes and activities.
- Serve as a point of contact between the Educational Institutions and the leadership of the Convention on all administrative correspondence.
- Participate in the review/development of key performance targets that are measurable, result driven and aligned with the corporate strategies of the various Educational Institutions and the Convention.
- Collaborate with the various Educational Institutions in the implementation of a comprehensive system for assessing effectiveness of educational programmes and services in order to make recommendations for institutional improvements.
- Undertake periodic visits to the various Institutions to monitor/evaluate their operational performance and compliance with approved policies/procedures and submit report to aid Management decision making.
- Develop and maintain professional relationship with the various Boards and leadership of the Educational Institutions to ensure timely submission of reports to



superior Officer.

- Prepare the annual operating budget and plans for running the activities of the Department for approval and implementation.
- Responsible for the collation, evaluation and consolidation of reports from all the Educational Institutions for submission to Management for effective decision making.

4. JOB SPECIFICATION

- B.Ed. (Management) or BA/BSc in Business Administration or equivalent qualification in related field.
- Five (5) years relevant working experience with at least 3 years in management position.

Knowledge & Skills

- In-depth knowledge and understanding of educational Laws, Acts and Regulations.
- Knowledge and understanding in research and strategic planning for development purposes.
- Excellent communication, presentation and report writing skills.
- Ability to maintain professional relationships with internal and external stakeholders and work effectively with all categories of employees.
- Thorough understanding and appreciation of the role of training and development in business performance.
- Absolute discretion in handling/dealing with confidential information.
- Excellent ability to analyse data and create reports to communicate trends, performance and objectives.
- Ability to work in a fast paced and often pressured environment.
- Good knowledge in the use of Microsoft Office suite and other administrative management software and tools.
- Sound decision making based on thorough analysis.

5. HOW TO APPLY

Interested applicants should submit the following documents to the email or the address provided below, not later than 5th July, 2019:

- 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