

# **GHANA BAPTIST CONVENTION**

## **EXECUTIVE SEARCH**

The Ghana Baptist Convention hereby advertises for persons suitably qualified to apply for the executive position of President for the period September 2022 to August 2026.

### **1.0 POSITION: EXECUTIVE PRESIDENT, GHANA BAPTIST CONVENTION**

**2.0 JOB LOCATION:** Ghana Baptist Convention (Convention), Headquarters-Baptist House, Abelenkpe Accra.

### **3.0 JOB ROLE**

The Convention shall have a President who shall be her visible Head and Chief Executive Officer.

### **4.0 KEY JOB REQUIREMENTS**

1. Ensure authentic spiritual direction for the Convention in accordance with her beliefs as outlined in Article 6 of the 2013 Constitution.
2. Initiate major policies in consultation with the Denominational Board for approval of the Annual Session.
3. Hold at least one consultative meeting quarterly with the Denominational Board.
4. Exercise oversight responsibility for all officers, departments and units of the Convention.
5. Represent the Convention at national, international and fraternal fora.
6. Manage the performance and development of the human resource of the Convention.
7. Ensure institutional discipline within the Convention in consultation with the appropriate bodies.
8. Ensure effective mobilization and efficient utilization of Convention resources.
9. Be the official spokesperson of the Convention.
10. Submit an annual report to the Annual Session on the state of the Convention and the way forward.
11. Set up ad-hoc boards and committees as and when needed, for the smooth running of the Convention.

## 5.0 TECHNICAL AND PERSONAL SPECIFICATION

<b>Qualifications</b>	Have a minimum of a Masters Degree in Theology or Divinity or its equivalent at the time of assuming office.
<b>Technical/Legal Certifications</b>	Must be an ordained Minister of the Ghana Baptist Convention
<b>Experience</b>	Minimum of 10 years post ordination experience in a church ministry or demonstrated progressive responsible experience with potential for the position of the President of the Ghana Baptist Convention.
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Be without reproach.</li> <li>• Must be the spouse of one person.</li> <li>• Not be a divorcee nor be married to a divorcee.</li> <li>• Be temperate and sober-minded.</li> <li>• Be given to hospitality.</li> <li>• Be able to teach.</li> <li>• Rule his own home well and have his children under subjection.</li> <li>• Have a good testimony in society.</li> <li>• Be gentle.</li> <li>• Not be a brawler or a contentious person.</li> <li>• Spirit filled and prayerful.</li> <li>• Be a visionary, creative and have innovative leadership abilities.</li> <li>• Able to effectively collaborate and partner with other.</li> <li>• Have an authentic leadership style, with strong verbal and written communication skills.</li> <li>• Have integrity, be a self-starter, efficient, and detail-oriented, while seeing the big picture.</li> <li>• Highly organized, and have the ability to set priorities, meet deadlines, assess results and follow through on commitments.</li> <li>• Have the passion to see lives changed by the Gospel and be personally committed to lifetime growth in the knowledge of God.</li> <li>• Able to work closely with others and holding self and others accountable.</li> <li>• Joy filled, personable, energetic, compassionate, enthusiastic and has a cooperative spirit and a decent sense of humour.</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>• Computer literate and familiar with basic software programmes, such as Microsoft Word, Excel, PowerPoint and Internet.</li> <li>• Have a working knowledge of the social media e.g., Facebook, Twitter etc.</li> </ul>
<b>Tenure of Office</b>	The President shall serve a four-year term which may be renewed for second four-year term only.
<b>Age</b>	The President shall be at least 40 years old at the time of assuming office.

## 6.0 HOW TO APPLY

Interested applicants should submit the following documents to the email or the address provided below not later than February 26, 2021.

1. Detailed Curriculum Vitae together with a cover letter.
2. Certified photocopies of relevant certificates.
3. Names, e-mail addresses, and telephone numbers of two (2) to three (3) Referees.
4. Provide Reference Letters in a sealed envelope from two (2) to Three (3) Referees.
5. Endorsement by at least five (5) Baptists of good standing from each Sector (*Please download from [www.gbconvention.com](http://www.gbconvention.com)*).
6. Completed Data Form (*Please download from [www.gbconvention.com](http://www.gbconvention.com)*).
7. Last two years Annual Performance Appraisal Report by the Denominational Board for candidates who are in the current Presidency and qualify to serve in this position.
8. Provide any other information you consider relevant to your application.

**EMAIL ADDRESS:**

[searchcommittee2021@gbconvention.com](mailto:searchcommittee2021@gbconvention.com)

**OR DELIVER DIRECTLY TO:**

The Chairman  
Search Committee  
Ghana Baptist Convention  
No. 11 Yiyiwa Street, Abelenkpe, Accra  
P.O. Box AN 19909, Accra-North

The application package if physically delivered should be placed into the “Search Committee” Deposit Box located in the office of the Vice-President (Administration) of at the Head Office of the Ghana Baptist Convention, Baptist House, Abelenkpe. The candidate should also sign the deposit received slip and be given copy as evidence of receipt of the application.

