

# **GHANA BAPTIST CONVENTION**

## **EXECUTIVE SEARCH**

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

### **1.0 POSITION: VICE-PRESIDENT (MINISTRIES)**

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

### **3.0 JOB ROLE**

Under the general direction of the President, the Vice-President (Ministries) shall be responsible for the development of evangelism and ministry programmes that align with the mission, vision and goals of the Convention.

### **4.0 KEY JOB REQUIREMENTS**

1. Act for the President when requested or whenever the President is out of the country or is for some reason unable to perform the functions of President.
2. Assist the President in carrying out his vision for the Convention.
3. Develop and outline terms of reference for the Directors under his supervision.
4. Supervise all departments under him.
5. Submit monthly headline reports as well as detailed quarterly reports on activities of departments under his supervision to the President.
6. Make appropriate arrangements to facilitate the licensing, recognition and ordination of Ministers in line with approved Convention guidelines.
7. Carry out other responsibilities assigned by the President.

### **5.0 TECHNICAL AND PERSONAL SPECIFICATION**

Qualifications	Have a minimum of a Masters Degree in Theology or Divinity or its equivalent at the time of assuming office.
Technical/Legal Certifications	Must be an ordained Ministers of the Ghana Baptist Convention
Experience	Minimum of 10 years post ordinations experience

Attributes	<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>
Computer Skills	<ul style="list-style-type: none"> <li>• Computer literate and familiar with basic software programmes as Microsoft Word, Excel, Power Point and Internet</li> <li>• Have a working knowledge of the social media, e.g. Facebook Twitter, etc.</li> </ul>
Tenure of Office	The Vice President (Ministries) shall serve a four-year term which may be renewed for a second four-year term only
Age	The Vice President (Ministries) 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 22, 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.