

DETAILS OF JOB OPPORTUNITIES

A. DEPUTY DIRECTOR, BIOSAFETY

DUTIES AND RESPONSIBILITIES

1. Provides input for the formulation of policies;
2. Supervises the implementation of programmes and activities of the Directorate;
3. Oversees the development of project proposals for the Directorate;
4. Oversees public education and sensitization on the Directorate's activities in collaboration with the Public Relations Unit;
5. Oversees the establishment of a system for the receipt and processing of applications;
6. Provides secretariat support for the operation of the Technical Advisory Committee (TAC);
7. Supervises the establishment of administrative mechanisms for the appropriate handling and storage of documents and data in connection with the processing of applications;
8. Drafts permits and associated terms and conditions in consultation with the legal unit;
9. Communicate with applicants, TAC, other experts and the public on relevant matters;
10. Establishes a system for the handling of confidential information;
11. Reviews applications for the declaration of confidential business information;
12. Oversees the management of the human, material and financial resource of the Directorate;
13. Builds and manages an effective and dedicated work environment team;
14. Oversees the preparation of annual and other periodic reports of the Directorate;
15. Oversees the preparation of the annual work plan and budget of the Directorate;
16. Responds to audit queries on financial matters;
17. Oversees the implementation of the Performance Management System within the Directorate;
18. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Master's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- A relevant qualification in Public and or Business Administration would be an advantage;
- A minimum of eight (8) years relevant post Bachelor's degree work experience, four (4) years of which must be in a senior management position in a relevant organization;
- Must pass a selection interview conducted by the Authority in collaboration with Public Services Commission.

COMPETENCIES

- Communication, report writing and presentation skills.
- Good research and analytical skills.
- Knowledge of project and programmes management.
- High integrity and good ethical standards.
- Team player.

- Alternative Dispute Management.
- Good knowledge in financial management laws and regulations.
- Knowledge in relevant Conventions and Treaties.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Good knowledge in labour laws and regulations.
- Good networking and resource mobilisation.
- Good leadership, mentoring and lobbying skills.
- Knowledge in relevant IT applications.
- Good strategic planning.
- Monitoring and evaluation skills.
- Attention to details.
- Guidance and counselling.
- Proposal writing skills.
- Biosafety administration procedures.
- Biosafety risk assessment.

B. PRINCIPAL BIOSAFETY OFFICER

DUTIES AND RESPONSIBILITIES

1. Supervises the collation of relevant data for the formulation of policies;
2. Supervises the implementation of programmes and activities of the Unit(s);
3. Supervises the establishment of a system for the receipt and processing of applications;
4. Facilitates the meeting and other activities of the Technical Advisory Committee (TAC);
5. Establishes administrative mechanisms for the appropriate handling and storage of documents and data in connection with the processing of applications;
6. Collates relevant information for the drafting of permits and associated terms and conditions in consultation with the legal unit;
7. Prepares draft communication on relevant matters to applicants, TAC, other experts and the public;
8. Provides inputs for the establishment of a system for the handling of confidential information;
9. Collates applications for the declaration of confidential business information;
10. Enforces compliance with approval conditions;
11. Supervises the inspection of facilities;
12. Supervises the investigation of complaints and breaches of terms and conditions;
13. Liaises with stakeholders in the performance of enforcement activities;
14. Facilitates the inspection and compliance activities of Regulatory Agencies;
15. Conducts public education and sensitization on the Unit's activities in collaboration with the Public Relations Unit;
16. Builds industry capacity in biosafety inspection;
17. Develops project proposals for the Unit(s);
18. Prepares annual and other periodic reports of the Unit(s);
19. Prepares the annual work plan and budget of the Unit(s);

20. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Master's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- A minimum of six (6) years relevant post Bachelor's degree work experience, two (2) years of which must be in a senior management position in a relevant organization;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Communication, report writing and presentation skills.
- Good research and analytical skills.
- Knowledge of project and programmes management.
- High integrity and good ethical standards.
- Team player.
- Good knowledge in biosafety enforcement procedures.
- Good networking skills.
- Good knowledge in labour laws and regulations.
- Knowledge in relevant Conventions and Treaties.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Good leadership and mentoring skills.
- Knowledge in relevant IT applications.
- Good strategic planning.
- Monitoring and evaluation skills.
- Guidance and counselling.
- Proposal writing skills.

C. SENIOR BIOSAFETY OFFICER

DUTIES AND RESPONSIBILITIES

1. Collates relevant data for the formulation of policies;
2. Implements programmes and activities of the Unit(s);
3. Establishes a system for the receipt and processing of applications;
4. Provides inputs for the establishment of administrative mechanisms for the appropriate handling and storage of documents and data in connection with the processing of applications;
5. Collects relevant information for the drafting of permits and associated terms and conditions in consultation with the legal unit;
6. Provides inputs for the preparation of draft communication on relevant matters to applicants, TAC, other experts and the public;
7. Verifies clients' compliance with approval conditions;
8. Leads in the inspection of facilities;

9. Leads in the investigation of complaints and breaches of terms and conditions;
10. Facilitates the performance of enforcement activities in collaboration with key stakeholders;
11. Collates inputs for use by Regulatory Agencies for their inspection and compliance activities;
12. Conducts public education and sensitization on the Unit's activities in collaboration with the Public Relations Unit;
13. Facilitates the building of industry capacity in biosafety inspection;
14. Provides inputs for the development of project proposals for the Unit(s);
15. Provides inputs for the preparation of annual and other periodic reports of the Unit(s);
16. Provides inputs for the preparation of annual work plan and budget of the Unit(s);
17. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Master's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- A minimum of four (4) years relevant post Bachelor's degree work experience in a relevant organization;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Communication, report writing and presentation skills.
- Good research and analytical skills.
- Knowledge of project and programmes management.
- High integrity and good ethical standards.
- Team player.
- Good knowledge in biosafety enforcement procedures.
- Knowledge in relevant Conventions and Treaties.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Good networking skills.
- Good leadership and mentoring skills.
- Knowledge in relevant IT applications.
- Good strategic planning.
- Monitoring and evaluation skills.
- Guidance and counselling.
- Proposal writing skills.

D. BIOSAFETY OFFICER

DUTIES AND RESPONSIBILITIES

1. Supervises the collection of relevant data for the formulation of policies;
2. Implements programmes and activities of the Unit(s);

3. Collects and collates data for the establishment of administrative mechanisms for the appropriate handling and storage of documents and data in connection with the processing of applications;
4. Collates data for the preparation of draft communication on relevant matters to applicants and the public;
5. Participates in the verification of clients' compliance with approval conditions;
6. Inspects facilities;
7. Investigates complaints and breaches of terms and conditions;
8. Facilitates the performance of enforcement activities in collaboration with key stakeholders;
9. Collects inputs for use by Regulatory Agencies for their inspection and compliance activities;
10. Facilitates the conduct of public education and sensitization on the Unit's activities in collaboration with the Public Relations Unit;
11. Facilitates the building of industry capacity in biosafety inspection;
12. Collates data for the development of project proposals for the Unit(s);
13. Collates data for the preparation of annual and other periodic reports of the Unit(s);
14. Collates data for the preparation of annual work plan and budget of the Unit(s);
15. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Master's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution
- A minimum of one (1) year relevant post Bachelor's degree work experience in a relevant organization;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Communication, report writing and presentation skills.
- Good research and analytical skills.
- Knowledge of project and programmes management.
- High integrity and good ethical standards.
- Team player.
- Knowledge in biosafety enforcement procedures.
- Knowledge in relevant Conventions and Treaties.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Good networking skills.
- Good leadership and mentoring skills.
- Knowledge in relevant IT applications.
- Good strategic planning.
- Monitoring and evaluation skills.
- Guidance and counselling.

E. ASSISTANT BIOSAFETY OFFICER**DUTIES AND RESPONSIBILITIES**

1. Collects relevant data for the formulation of policies;
2. Implements programmes and activities of the Unit(s);
3. Collects data for the preparation of draft communication on relevant matters to applicants and the public;
4. Participate in the inspection of facilities;
5. Facilitates the investigation of complaints and breaches of terms and conditions;
6. Facilitates the conduct of public education and sensitisation on the Unit's activities in collaboration with the Public Relations Unit;
7. Collects data for the development of project proposals for the Unit(s);
8. Collects data for the preparation of annual and other periodic reports of the Unit(s);
9. Collects data for the preparation of annual work plan and budget of the Unit(s).

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Bachelor's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- Must have completed National Service;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Communication skills.
- High integrity and good ethical standards.
- Team player.
- Knowledge in biotechnology and biosafety.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Knowledge in relevant IT applications.
- Basic monitoring and evaluation skills.

F. SENIOR BIOSAFETY OFFICER, LABORATORY**DUTIES AND RESPONSIBILITIES**

1. Collates data for the formulation of policies;
2. Implements programmes and activities of the Unit;
3. Undertakes forensic investigation and testing of toxicology on GM foods and crops;
4. Maintains laboratory equipment;
5. Participates in the conducts of routine analysis of GM foods, plants and other related products for safety;

6. Develops and maintains an analytical data bank on regulated GM products;
7. Maintains an up-to-date compendium of analytical methods;
8. Maintains appropriate health, safety and environmental conditions for testing in the laboratories;
9. Installs, validates/verify, maintains and calibrates laboratory equipment;
10. Provides input for the preparation of the annual and other periodic reports of the Unit;
11. Provides input for the preparation of the annual work plan and budget of the Unit;
12. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Master's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- A minimum of four (4) years relevant post Bachelor's degree work experience in a relevant organization;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Communication, report writing and presentation skills.
- Good research and analytical skills.
- Knowledge of project and programmes management.
- High integrity and good ethical standards.
- Team player.
- Good knowledge in biosafety enforcement procedures.
- Knowledge in relevant Conventions and Treaties.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Good networking skills.
- Good leadership and mentoring skills.
- Knowledge in relevant IT applications.
- Good strategic planning.
- Monitoring and evaluation skills.
- Guidance and counselling.
- Proposal writing skills.

G. ASSISTANT BIOSAFETY OFFICER, LABORATORY

DUTIES AND RESPONSIBILITIES

1. Collects data for the formulation of policies;
2. Implements programmes and activities of the Unit;
3. Facilitates the testing of toxicology on GM foods and crops;
4. Maintains laboratory equipment;

5. Facilitates the conducts of routine analysis of GM foods, plants and other related products for safety;
6. Provides inputs for the maintenance of an analytical data bank on regulated GM products;
7. Provides inputs for the maintenance of an up-to-date compendium of analytical methods;
8. Maintains appropriate health, safety and environmental conditions for testing in the laboratories;
9. Installs, validates, maintains and calibrates laboratory equipment;
10. Collects data for the preparation of the annual and other periodic reports of the Unit;
11. Collects data for the preparation of the annual work plan and budget of the Unit.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- Must have completed National Service;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Communication skills.
- High integrity and good ethical standards.
- Team player.
- Knowledge in biotechnology and biosafety.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Knowledge in relevant IT applications.
- Basic monitoring and evaluation skills.

H. SENIOR LABORATORY TECHNICIAN,

DUTIES AND RESPONSIBILITIES

1. Implements the maintenance schedules for laboratory equipment;
2. Carry out routine inspection of the laboratory environment for identification of various health hazards;
3. Facilitates the safety and cleanliness of the laboratory;
4. Repairs basic laboratory equipment;
5. Fabricates laboratory equipment and accessories;
6. Remove unserviceable and obsolete laboratory equipment.

QUALIFICATION AND EXPERIENCE

- A minimum of an HND/University Diploma in Engineering, Physical Sciences or other related disciplines from an accredited tertiary institution or any other related disciplines.

- Must have completed National Service.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Preventive maintenance skills.
- Knowledge in Metal Works.
- Communication, interpersonal and presentation skills.
- Knowledge in relevant IT applications.

I. SENIOR BIOSAFETY OFFICER, PRME

DUTIES AND RESPONSIBILITIES

1. Collates relevant data for the formulation of policies;
2. Implements programmes and activities of the Unit(s);
3. Facilitates public education and sensitisation on the Unit's activities;
4. Develops research and project proposals;
5. Implements research findings and projects;
6. Supervises the collation of data for the development of operational policies, guidelines, checklists and Standard Operating Procedures;
7. Conducts impact assessment of projects;
8. Provides inputs for the preparation of scientific/technical research projects for ethical approval;
9. Participates in the monitoring and evaluation of the Authority's activities;
10. Collates data for the development of the strategic and other plans for the Authority;
11. Prepares the annual and other periodic reports of the Unit(s);
12. Prepares the annual work plan and budget of the Unit(s);
13. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Master's Degree in Planning, Statistics or Monitoring and Evaluation or any other related discipline;
- A Bachelor's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- A minimum of four (4) years relevant post Bachelor's degree work experience in a relevant organisation;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Leadership, mentoring and management skills.
- Communication, report writing and presentation skills.
- Good research and analytical skills.
- Good monitoring & Evaluation skills.
- Knowledge of project and programmes management.
- High integrity and good ethical standards.
- Team work, inter-personal and collaboration skills.
- Alternative Dispute Management.
- Good knowledge in financial management laws and regulations.
- Knowledge in relevant Conventions and Treaties.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Good knowledge in labour laws and regulations.
- Good networking and resource mobilisation skills.
- Knowledge in relevant IT applications.
- Good strategic planning.
- Attention to details.
- Proposal writing skills.
- Guidance and counselling.

J. ASSISTANT BIOSAFETY OFFICER PRME

DUTIES AND RESPONSIBILITIES

1. Collects relevant data for the formulation of policies;
2. Implements programmes and activities of the Unit(s);
3. Facilitates public education and sensitisation on the Unit's activities;
4. Collects data for the development of research and project proposals;
5. Implements research findings and projects;
6. Collects data for the development of operational policies, guidelines, checklists and Standard Operating Procedures;
7. Facilitates the conduct of impact assessment of projects;
8. Collects data for the preparation of scientific/technical research projects for ethical approval;
9. Facilitates the monitoring and evaluation of the Authority's activities;
10. Collects data for the preparation of the annual and other periodic reports of the Unit(s);
11. Collects data for the preparation of the annual work plan and budget of the Unit(s).

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Bachelor's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- Must have completed National Service;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Communication, report writing and presentation skills.
- Research and analytical skills.
- High integrity and good ethical standards.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Team work, inter-personal and collaboration skills.
- Knowledge in relevant IT applications.
- Attention to details.

K. **FINANCE OFFICER**

DUTIES AND RESPONSIBILITIES

1. Supervises the collection of data for the formulation of policies;
2. Implements programmes and activities of the Directorate;
3. Collates data for the preparation of annual budget for the Directorate;
4. Collates data for the preparation of annual budget for the Authority;
5. Complies with the provisions of the financial management laws, regulation and other fiscal policies;
6. Collates data for the preparation of annual financial report of the Authority;
7. Collates data for the analysis of financial report;
8. Checks all financial vouchers and relevant documents before payments are made
9. Maintains appropriate ledgers;
10. Implements financial recommendations contained in audit reports;
11. Collates data for the preparation of annual and other periodic reports for the Directorate;
12. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Finance, Accounting or other related disciplines;
- A minimum of Level II qualification from a recognised and relevant professional body (e.g. ICA-GH, ACCA, CPA or CIMA);
- A minimum of one (1) year post- Bachelor's degree or its professional equivalent relevant work experience;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge in financial management laws, regulations and fiscal policies.
- Leadership and management skills.
- Communication, interpersonal and presentation skills.
- Conflict management skills.
- Ability to inspire, motivate and mentor.
- Knowledge in relevant IT applications.
- Monitoring and evaluation skills.
- High integrity and good ethical standards.
- Knowledge in Administrative Procedures.
- Report Writing.

L. ASSISTANT FINANCE OFFICER

DUTIES AND RESPONSIBILITIES

1. Implements programmes and activities of the Directorate;
2. Collects data for the preparation of annual budget for the Directorate;
3. Complies with the provisions of the financial management laws, regulations and other fiscal policies;
4. Collects data for the preparation of annual financial reports of the Authority;
5. Collects data for the analysis of financial reports;
6. Implements financial recommendations contained in audit reports;
7. Collects data for the preparation of annual and other periodic reports for the Directorate.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's degree from an accredited tertiary institution in any of the following fields: Finance, Accounting or other related disciplines.
- OR
- A minimum of Level II qualification from a recognised and relevant professional body (e.g. ICA-GH, ACCA, CPA or CIMA).
 - Must have completed National Service.
 - Must pass a selection interview conducted by the Authority, in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge in financial management laws, regulations and fiscal policies.
- Communication, interpersonal and presentation skills
- Knowledge in relevant IT applications.

- Meticulous and attention to details.
- High integrity and good ethical standards.

M. **SENIOR HUMAN RESOURCE OFFICER**

DUTIES AND RESPONSIBILITIES

1. Collates data for the formulation of policies;
2. Implements and monitors the programmes and activities of the Unit;
3. Maintains and updates the Human Resource Management Information System (HRMIS) for the Authority;
4. Collates data for the preparation of the organisational design and HR planning of the Authority;
5. Provides inputs for the development of a mechanism for recruitment, placement, promotion, succession planning and the smooth exit of staff;
6. Collates data for the preparation of employee compensation and benefits schemes;
7. Implements programmes and activities relating to employee wellbeing and conducive work environment;
8. Implements directives relating to disciplinary matters;
9. Facilitates training, learning and development activities;
10. Provides inputs for the preparation of the annual and other periodic reports of the Unit;
11. Provides inputs for the preparation of the annual budget and work plan of the Unit;
12. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related disciplines.
- Must be a member of a recognized professional body.
- A minimum of four (4) years post-Bachelor's degree relevant work experience in a reputable organisation.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Good strategic management skills.
- Good knowledge in Labour laws and regulations.
- Good knowledge in Administrative procedures.
- Good leadership, networking and management skills.
- Good communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills.
- Monitoring and evaluation skills.

- High integrity and good ethical standards.
- Ability to inspire, motivate and mentor.
- Knowledge in financial management law and regulations.
- Knowledge in relevant IT applications.
- Good Report writing skills.

N. **HUMAN RESOURCE OFFICER**

DUTIES AND RESPONSIBILITIES

1. Supervises the collection of data for the formulation of policies;
2. Implements programmes and activities of the Unit;
3. Collates data for the preparation of organisational design and HR planning;
4. Implements employee compensation and benefits schemes;
5. Implements programmes and activities relating to employee wellbeing and conducive work environment;
6. Collates data for the development of a mechanism for recruitment, placement, promotion, succession planning and the smooth exit of staff;
7. Implements directives relating to disciplinary matters;
8. Facilitates staff training, learning and development activities;
9. Collates data for the preparation of annual and other periodic reports of the Unit;
10. Collates data for the preparation of the annual budget and work plan of the Unit;
11. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related disciplines.
- Membership of a relevant professional body will be an advantage.
- A minimum of one (1) year post-Bachelor's degree relevant work experience in reputable organisation.
- Must pass a selection interview conducted by the Authority, in collaboration with the Public Services Commission.

COMPETENCIES

- Monitoring and evaluation skills.
- Knowledge in Labour laws and regulations.
- Knowledge in Administrative procedures.
- Report writing skills.
- Leadership, networking and management skills.

- Communication, interpersonal and presentation skills.
- Conflict management skills.
- Ability to inspire, motivate and mentor.
- Knowledge in financial regulations.
- Knowledge in relevant IT applications.

O. SENIOR ADMINISTRATIVE OFFICER

DUTIES AND RESPONSIBILITIES

1. Collates data for the formulation of policies;
2. Implements and monitors the programmes and activities of the Unit;
3. Facilitates the organisation of meetings, seminars, conferences and workshops;
4. Provides inputs for the development of administrative systems and manuals;
5. Supervises the allocation of resources to support the activities of the Authority;
6. Collates data for the preparation of the annual and other periodic reports of the Authority;
7. Prepares the annual and other periodic reports of the Unit;
8. Prepares the budget and work plan of the Unit;
9. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related disciplines.
- Membership of a relevant professional body would be an advantage
- A minimum of four (4) years post-Bachelor's relevant work experience.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Good strategic management skills.
- Good knowledge in Labour laws and regulations.
- Knowledge in Administrative procedures.
- Good leadership and networking skills.
- Monitoring and evaluation skills.
- Good communication, interpersonal and presentation skills.
- Negotiation, lobbying and conflict management skills.
- Ability to inspire, motivate and mentor.
- Knowledge in financial management laws and regulations.

- Knowledge in relevant IT applications.
- Good report writing skills.

P. **ASST. ADMINISTRATION OFFICER**

DUTIES AND RESPONSIBILITIES

1. Collects data for the formulation of policies;
2. Implements programmes and activities of the Unit;
3. Facilitates the organisation of meetings, seminars, conferences and workshops;
4. Collects data for the preparation of the annual and other periodic reports of the Unit;
5. Collects data for the preparation of the annual budget and work plan of the Unit;
6. Covers and produces minutes of meetings;
7. Drafts routine correspondence.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Social Sciences or other related disciplines.
- Must have completed National Service.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Communication, interpersonal and presentation skills.
- Knowledge in relevant IT applications.
- Basic knowledge in Labour laws and regulations.
- Reading skills.

Q. **RECORDS OFFICER**

DUTIES AND RESPONSIBILITIES

1. Supervises the collection of data for the formulation of policies;
2. Implements records management programmes and activities of the Authority;
3. Collates data for the development of guidelines, procedures and processes on the management of records of the Authority;
4. Maintains documented information of the Authority;
5. Manages the records of the Authority;
6. Oversees the storage and retrieval of records;
7. Collates data for the preparation of budget and work plan for the unit;
8. Collates data for the preparation of annual and other periodic reports;
9. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATION AND EXPERIENCE

- A minimum of a Master's Degree from an accredited tertiary institution in Records Management, Information Studies, Archival Studies or any other relevant field.
- A minimum of one (1) year post Bachelor's Degree relevant work experience in a reputable organisation.
- Must pass a competitive selection interview conducted by the Authority, in collaboration with the Public Services Commission.

COMPETENCIES

- Good Knowledge in Records Management
- Knowledge in relevant laws and regulations in Records Management
- Networking and Monitoring skills
- Ability to inspire, motivate and mentor
- Quantitative and Analytical skills
- High integrity and good ethical standards
- Communication and Interpersonal skills
- Good knowledge in relevant IT application

R. PROCUREMENT OFFICER

DUTIES AND RESPONSIBILITIES

1. Supervises the collection of data for the formulation of policies;
2. Collates data for development of the procurement manual and procedures;
3. Conducts market surveys to identify sources of supply;
4. Prepares the annual procurement plan;
5. Prepares notices and other related tender documentation in line with the procurement plan;
6. Prepares tender documents and advertisements;
7. Prepares contract notices to successful tenderers and inform unsuccessful tenderers accordingly;
8. Collates data for the preparation of the annual and other periodic reports on the procurement functions to the Public Procurement Authority through the Head of Entity;
9. Manages stores in accordance with laid down procedures and regulations
10. Facilitates the effective management of the procurement process;
11. Collates data for the preparation of the budget and work plan of the Unit;
12. Collates data for the preparation of the annual and other periodic reports of the Unit;
13. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master's degree in Supply Chain Management, Procurement Management, Purchasing & Supply or any other related field from an accredited tertiary institution.
- Must be a member of the Chartered Institute of Purchasing and Supply (CIPS) or any recognized professional procurement body.
- A minimum of one (1) year post-Bachelor's degree relevant work experience in a reputable organisation.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Excellent knowledge in the Public Procurement Act.
- Knowledge Public Financial Management Laws and Regulations.
- Good knowledge and understanding of Public Administration System.
- Knowledge of physical and chemical properties of materials.
- Good knowledge in Strategic Management.
- Leadership and networking.
- Monitoring and evaluation skills.
- Good Contract Management.
- Knowledge in material handling, logistics, warehousing and custom clearance.
- Knowledge of inventory procedures and guidelines.
- Quantitative, Qualitative and Analytical skills.
- Good knowledge in conflict management.
- Good knowledge in labour laws and regulations.
- Ability to inspire, motivate and mentor.
- High integrity and good ethical standards
- Good negotiation and advocacy skills.
- Good communication, presentation and interpersonal skills.
- Good knowledge in IT applications.
- Knowledge in Administrative Procedures.
- Report writing skills.

S. PUBLIC RELATIONS OFFICER

DUTIES AND RESPONSIBILITIES

1. Supervises the collection of data for the formulation and review of policies;
2. Implements programmes and activities of the Unit;
3. Undertakes public education and sensitisation on the Authority's programmes and activities;
4. Provides inputs for the preparation of press releases;
5. Undertakes specified assignments in relation to the organisation and celebration of national and international events;
6. Monitors media coverage on issues affecting the Authority;
7. Collates data for the development of communication products.
8. Collates data for the update of the website;
9. Maintains a database on the Authority's stakeholders;
10. Collates data for the preparation of the annual budget and work plan of the unit;
11. Collates data for the preparation of the annual and other periodic reports of the Unit;
12. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATION AND EXPERIENCE

- A minimum of a Master's degree from an accredited tertiary institution in either Mass Communication, Communication Studies, International Relations, Social Science or other relevant fields.
- Membership of a relevant professional body would be an advantage.
- A minimum of one (1) year post-Bachelor's relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge and understanding of the Public Administration Systems.
- Knowledge in public relations.
- Knowledge of relevant IT applications.
- Media monitoring skills.
- Knowledge in media law and Regulations.
- Analytical skills.
- High integrity and ethical standards.
- Good team player.

- Negotiation, diplomacy and advocacy skills.
- Communication, interpersonal and presentation skills.
- Problem solving skills.
- Administrative Procedures.
- Report Writing Skills.

T. ASST. PUBLIC RELATIONS OFFICER

DUTIES AND RESPONSIBILITIES

1. Collects data for the formulation of policies;
2. Facilitates the organisation of public education activities;
3. Collates data for the preparation of press releases;
4. Undertakes specified assignments in relation to the organisation of national and international events;
5. Keeps daily records of issues affecting the Authority;
6. Arranges for the delivery and distribution of daily newspapers and periodicals to eligible officers of the Authority;
7. Collects data for the development of communication products;
8. Collects data for the update of the Authority's website;
9. Collects data for the preparation of the annual budget and work plan of the unit;
10. Collects data for the preparation of the annual and other periodic reports of the Authority.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's Degree from an accredited tertiary institution in Public Relations, Communication Studies, Journalism, Social Science or any other relevant fields.
- Must have completed National Service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge and understanding of the Public Administration System of Ghana.
- Knowledge in public relations.
- Knowledge in media law.
- High integrity and ethical standards.
- Communication, interpersonal and presentation skills.
- Problem solving skills.
- Knowledge in relevant IT applications.

U. ASSISTANT MIS OFFICER**DUTIES AND RESPONSIBILITIES**

1. Collects data for the formulation of policies;
2. Implements programmes and activities of the Unit;
3. Maintains IT infrastructure of the Authority;
4. Collates data for the development of guidelines on IT operation and security;
5. Receive and upload data relating to the core functions of the Authority;
6. Provides effective user support services in the Authority;
7. Facilitates the training of staff in IT;
8. Collects data for the preparation of the budget and work plan of the Unit;
9. Collects data for the preparation of annual and other periodic reports.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's degree from an accredited tertiary institution in Computer Science, Information Technology, Management Information System (MIS) or any other relevant fields.
- Possession of a relevant industry skill-based certification will be an advantage.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge in policies and laws relating to IT.
- Networking and monitoring skills.
- Communication, interpersonal and presentation skills.
- Good knowledge in relevant IT applications.
- High integrity and ethical standards.
- Report writing skills.
- Reading skills.

W. SENIOR PRIVATE SECRETARY**DUTIES AND RESPONSIBILITIES**

1. Coordinates the efficient and effective performance of secretarial duties;

2. Covers meetings and produces reports;
3. Coordinates the work schedules and manages the diary of the superior officer;
4. Facilitates the organisations of meetings of the superior;
5. Ensures safe keeping of confidential documents of the superior;
6. Answers, screens and transfers enquiries;
7. Drafts correspondence for superior;
8. Manages the office of the superior;
9. Keeps accurate record of movement of files and correspondence of the superior;
10. Allocates and supervises the work of subordinates;
11. Receives and keeps records of visitors and clients.

QUALIFICATIONS AND EXPERIENCE

- A minimum of Higher National Diploma/University Diploma in Secretarialship and Management or its equivalent professional qualification;
- A minimum of six (6) years' post qualification relevant work experience in a reputable organisation;
- Working knowledge in French, and any other major international language will be an advantage;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge of Business Communication systems.
- Human and Public Relations skills.
- Knowledge in relevant IT applications.
- Leadership and organisational skills.
- Problem solving skills.
- High sense of duty.
- High integrity and good ethical standards.
- Meticulous and attention to details.

V. STENOGRAPHER SECRETARY/ RECEPTIONIST

DUTIES AND RESPONSIBILITIES

1. Covers meetings and produces minutes and reports;
2. Types correspondence and reports;
3. Facilitates the organisations of meetings;
4. Keeps accurate record of movement of files and correspondence;

5. Answers, screens and transfers telephone enquiries;
6. Receives and keeps records of visitors and clients.

QUALIFICATIONS AND EXPERIENCE

- A minimum of Higher National Diploma/University Diploma in Secretarialship and Management or its equivalent professional qualification;
- Must have completed National Service where applicable;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge of Business Communication systems.
- Human and Public Relations skills.
- Knowledge in ICT applications.
- High sense of duty.
- Office Management skills.
- Good telephone manners.
- High integrity and good ethical standards.

W. SENIOR DRIVER

DUTIES AND RESPONSIBILITIES

1. Conveys assigned officials, goods and equipment to and from designated destinations.
2. Ensures availability of log books in all official vehicles
3. Logs in trips and other relevant information in vehicle log books,
4. Ensures the maintenance of pre and post Trip Assessment Records.
5. Facilitates the investigation of incidents involving official vehicles.
6. Examines vehicles and submit periodic reports.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a BECE
- A professional level qualification or industry skill-based certification in auto-mechanics.
- Must have a valid driver license.
- A minimum eight (8) years post license relevant work experience.
- Must pass a selection interview conducted by the Authority in collaboration with Public Services Commission.

COMPETENCIES

- Good communication and interpersonal skills.
- High integrity and good ethical standards.
- Knowledge in Road Traffic Act and Regulations.
- Knowledge in relevant Road Vehicle Standards.
- Proficiency in relevant computer applications.
- Knowledge in Administrative Procedures.
- Report Writing Skills.
- Defensive Driving.

X. **DRIVER GDI**

DUTIES AND RESPONSIBILITIES

1. Conveys assigned officials, goods and equipment to and from designated destinations.
2. Logs in trips and other relevant information in log books on official vehicles.
3. Ensures the maintenance of pre and post Trip Assessment Records.
4. Facilitates the investigation of incidents involving official vehicles.
5. Examines vehicles and submit periodic reports.

QUALIFICATIONS AND EXPERIENCE

- A minimum of BECE
- A professional level qualification or industry skill-based certification in auto-mechanics.
- Must have a valid driver license
- A valid driver license with “A” class would be an advantage (for Dispatch Rider).
- A minimum six (6) years post license relevant work experience.
- Must pass an interview conducted by the Authority in collaboration with Public Services Commission.
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COMPETENCIES

- Good communication and interpersonal skills.
- High integrity and good ethical standards.
- Knowledge in Road Traffic Act and Regulations.
- Knowledge in relevant Road Vehicle Standards.
- Knowledge in relevant IT applications.
- Defensive Driving.

CLEANER**DUTIES AND RESPONSIBILITIES**

1. Loads and offloads goods/materials.
2. Performs menial/manual duties
3. Keeps the office environment clean
4. Performs horticultural duties.
5. Cleans office premises, kitchenette and official residences.
6. Collaborates with security unit to keep the office premises secured

QUALIFICATION AND EXPERIENCE

- Minimum of BECE or MSLC
- Must be physically fit
- A minimum of three (3) years working experience
- Must pass a selection interview conducted by the Authority in collaboration with Public Services Commission

COMPETENCIES

- Good communication skills
- High integrity and good ethical standards
- Knowledge in health and safety standards
- Interpersonal skills
- Cleanliness
- Good manners and comportment