



VACANCIES

The Ghana Institute of Management and Public Administration (GIMPA), a world class centre of excellence for training in leadership, management and administration, located at Greenhill, Achimota, invites applications from qualified and dynamic persons to fill the following vacancies.

DIRECTOR OF HUMAN RESOURCE MANAGEMENT

The Director of Human Resource serves as Management's primary advisor on human resource policies and procedures and is responsible for the day-to-day management of the Human Resource Department.

Reporting Relationship:

The Director of Human Resource shall report directly to the Registrar.

Duties:

- Advice and support Management on all matters relating to strategic human resource management of the Institute
- Provide day-to-day leadership and management of staff in the HR department
- Institute, develop and administer various human resource policies, programmes and procedures for staff of the institute
- Oversee and maintain handbooks for policies and procedures and ensure that policies are kept up to date
- Perform compensation and benefits administration in collaboration with the finance department
- Oversee recruitment process in close coordination with heads of departments
- Plan and ensure execution of staff orientation and career development training programmes in a cost-effective manner
- Draw and maintain an effective succession plan
- Implement and maintain HR information systems and ensure effective records management
- Manage an effective performance management process.
- Ensure all job descriptions are kept up to date and create new job descriptions as and when necessary
- Provide reports on staff turnover, cost of recruitments, reference checks, etc

- Perform other related duties

Qualifications:

- i) Master's degree in Human Resource Development/Management or a related field
- ii) Ten years relevant experience, five (5) of which must be in a top management position
- iii) Experience with human resource information systems
- iv) Effective use of interpersonal and communication skills, including tact and diplomacy
- v) Must have experience working with individuals from different cultures

Competencies:

- Must have effective oral and written communication skills as well as the ability to interact with people at all levels
- Must have strong analytical skills
- Must be computer literate
- Must have the ability to work under pressure to meet critical deadlines
- Must have excellent problem solving, inter-interpersonal and leadership skills.
- Must have ability to take initiatives
- Must be assertive

Terms of Appointment:

The successful candidate shall hold office for a term of four (4) academic years in the first instance and may be reappointed for further terms of four (4) academic years each, subject to satisfactory performance.

DIRECTOR OF INFORMATION MANAGEMENT SERVICES

The Director of Information Management Services will establish the technical vision for IT infrastructure and services and provide overall leadership to the staff in the Information Systems department.

Reporting Relationship:

The successful candidate shall report to the Registrar.

Duties:

- Direct the activities and projects being carried out by the IT department to enhance implementation of the Institute's strategic plan
- Plan and control IT acquisitions and facilities and ensure that they are consistent with the Institute's strategic plan
- Direct the design, development, and maintenance of IT-related systems and programmes to meet the Institute's information needs
- Establish information systems policies, standards, practices and security measures to ensure effective and consistent information processing operations and to safeguard information resources
- Ensure protection of the Institute's information through continuous information security systems design, implementation and management
- Ensure that expenses are within budgetary guidelines to contribute to cost-effective operation of the Institute
- Develop and motivate staff to effectively carry out departmental functions and provide for the continuity of managerial and specialized skills
- Maintain up-to-date knowledge of IT development and incorporate new developments into the future systems of the Institute

- Carry out feasibility studies and cost/benefit analysis of the Institute's new IT projects

Qualifications:

- i) Master's degree in computer science or information systems from a reputable University
- ii) Ten years relevant experience, five (5) of which must be in a top management position
- iii) Proven expertise in Database Management; Enterprise Resource Planning Systems; Computer and Information Security, Network and Systems Design, Implementation and Management.

Competencies:

- Must have excellent leadership and people management skills
- Must have project management skills
- Must have excellent negotiation skills
- Must have excellent communication skills
- Must have collaboration skills
- Must be able to prioritise tasks
- Must be able to tolerate stress

Terms of Appointment:

The successful candidate shall hold office for a term of four (4) academic years in the first instance and may be reappointed for further terms of four (4) academic years, subject to good performance.

DIRECTOR OF CENTRE FOR MANAGEMENT DEVELOPMENT

The Director of Centre for Management Development will plan, organise, implement and evaluate the outcomes of the unit's strategic direction.

Reporting Relationship:

The successful candidate shall report to the Dean of the GIMPA Business School.

Duties:

- Ensure an appreciable pool of quality facilitators (GIMPA staff especially and adjuncts) available for all programmes
- Evaluate business opportunities and potential markets
- Provide oversight and direction to Programme Advisors and other staff
- Support and assist in identifying and securing new business opportunities

- Provide oversight for pricing of existing programmes and new proposals determined within the established guidelines while ensuring business and profitability targets are achieved
- Hire, develop and motivate staff
- Provide programmes and financial reports of the Unit
- Build and maintain confidence and trust relationships with facilitators by managing their interests and ensuring their prompt payment
- Provide staff guidance, coaching and support in the execution of their duties
- Perform other related duties assigned by the Dean

Minimum Qualifications:

- i) Master's degree in Marketing/ Human Resource Management /Public



- Administration/ Organisational Development or related field of study
- ii) Ten years relevant experience, five (5) of which must be in a top management position
- iii) Must have proven expertise in designing and marketing of training programmes
- iv) Must have expertise in training needs analysis

Competencies:

- Must have excellent leadership and people management skills
- Must have business management skills

- Must have collaboration skills
- Must have excellent communication skills
- Must have project management skills
- Must be able to prioritise tasks
- Must be able to tolerate stress

Terms of Appointment:

The successful candidate shall hold office for a term of four (4) academic years in the first instance and may be reappointed for further terms of four (4) academic years each, subject to satisfactory performance.

FACILITIES MANAGER

The Facilities Manager will provide ongoing preventive and reactive maintenance and liaise with the various departments within the Institute to ensure that all property and maintenance matters are dealt with effectively and efficiently.

Reporting Relationship:

The successful candidate shall report to the Assistant Registrar, Development Office.

Responsibilities:

Oversight of general maintenance and repair of buildings, facilities, equipment and grounds.

Duties:

The successful candidate shall:

- Oversee all new construction, renovation, and facility improvement projects
- Create a schedule for regular evaluation of facilities
- Solicit bids/estimates for all works to be performed by outside contractors
- Prepare tender documents
- Manage and track all project costs to ensure budget compliance
- Ensure that proper permits and regulations are followed in all projects
- Maintain accurate records of the condition of equipment and other systems in the Institute
- Liaise with insurance companies to ensure that all facilities, equipment, and properties are adequately insured and compliant with legal regulations
- Inspect and maintain fire protection equipment
- Resolve maintenance issues in a timely manner with minimal disturbance to the GIMPA Community
- Review requests for maintenance or repairs, and determine the allocation of resources
- Ensure that agreed work by staff or contractors have been completed satisfactorily and on time and follow up on any deficiencies, thereafter, for timely corrective measures to be implemented
- Plan for future development in line with the Institute's strategic objectives

- Plan and direct services such as carpentry, electrical, plumbing, waste disposal, recycling, installations, troubleshooting and repairs
- Plan and coordinate landscape projects, e.g., planting, spraying, fertilizing, mulching, watering, transplanting, lawn care and maintenance
 - Motivate and train employees
 - Ensure the safety of employee and participants/students
 - Perform other related duties that may be assigned by top management

Qualifications:

- i) Bachelor's degree in Construction Project Management or Real Estate Management or related area. A Master's degree would be an advantage
- ii) Must have a minimum of five (5) years post-qualification working experience
- iii) Must have working experience in infrastructural development and projects supervision
- iv) Must be a member of relevant professional association

Competencies:

- Must have all-round maintenance experience
- Must have the ability to locate and repair faults
- Must have excellent problem-solving skills
- Must have excellent supervisory skills
- Must have excellent communication skills
- Must have demonstrated ability to work on own initiative
- Must have the ability to multi-task and prioritise workload
- Must have a practical, flexible and innovative approach to work
- Must be computer literate

Terms of Appointment:

The successful candidate shall hold office for a term of four (4) academic years in the first instance and may be reappointed for further terms of four (4) academic years each, subject to satisfactory performance.

DIRECTOR, CORPORATE AFFAIRS AND INSTITUTIONAL ADVANCEMENT

Mandate of CAIA

The Office of CAIA works to advance the public understanding and recognition of GIMPA and its mission, and also to maximize GIMPA's reputation. It is responsible for a range of activities that provide the framework for building strong support and lasting relationships with a variety of constituencies. CAIA serves as a resource to the public as well as to local, national and international media organisations.

Job Purpose

To serve as the Institute's Chief Advisor on public affairs and to develop, lead, manage and promote all GIMPA's public relations efforts.

Responsibilities

1. Provide executive leadership in the productivity and effectiveness of the Department.
2. Collaborate closely with the Rector and the Policy and Strategy Committee to establish achievable philanthropic, sponsorship, event, and marketing/public relations goals for the Institute.
3. Manage a portfolio of high level donors and prospects.
4. Develop and implement a comprehensive fundraising plan that addresses the needs and strengths of all the constituent units of the Institute.
5. Develop and implement workable, practical, and sustainable systems and processes that enhance and reward productivity in all areas of Institutional Advancement.

6. Participate in the identification, cultivation, training and mentoring of "Friends of the Institute".
7. Remain current on national policies and procedures that are relevant to fundraising and programmes.
8. Monitor and assist the fulfillment of institutional obligations to funders.
9. Advise on corporate communications and establish an authentic image for the Institute.
10. Take editorial responsibility for the Institute's website, and other corporate communication tools.
11. Communicate to all interested publics the Institute's activities, structure and policies.
12. Promote good community relations.
13. Handle all GIMPA's advertising and liaise with advertising agencies.
14. Be responsible for all protocol and events management.
15. Perform other duties as required by Management.

Reporting Relationship

The successful candidate shall report to the Rector of the Institute.

Qualification

A minimum of a Master's degree in Public Relations/Communications Studies or related disciplines, with a minimum of six years relevant work experience at senior management level. Knowledge of communication within a university setting will be an advantage.

Mode of Application:

Applications with CV/resume, cover letter, vision statement, copies of transcripts and certificates should be emailed to schoolsecretary@gimpa.edu.gh by **Friday, June 2, 2017**, or sent to the address below: ▶

The School Secretary

**Ghana Institute of Management and Public Administration (GIMPA)
P. O. Box AH 50, Achimota, Accra**

Prospective applicants should also arrange for letters of recommendation to be e-mailed directly from three (3) referees to the same email address.

Only shortlisted applicants will be contacted.

All earlier applications and in some cases those who have already been interviewed are still eligible to reapply.