



AGOGO PRESBYTERIAN WOMEN'S COLLEGE OF EDUCATION

Agogo-Asante Akyem



JOB VACANCIES

The Council of the Agogo Presbyterian Women's College of Education announces for the Academic Community and the General Public of vacancies for the following Positions:

- 1. TUTORS**
- 2. PROCUREMENT ASSISTANT**
- 3. SENIOR ADMINISTRATIVE ASSISTANT**
- 4. DOMESTIC BURSAR**

1. TUTORS

Qualification and Experience

Applicant must hold a good first degree and an MPhil or Research Master's degree in a relevant subject area. Both degree must be in the same subject area.

Appointment to the position of Tutor shall be for a term of five (5) years and may be renewed for a second term upon satisfactory performance. A tutor's appointment may be renewed up to a maximum of three terms, that is, a total of fifteen (15) years upon which the appointment may be terminated unless the applicant qualifies for promotion to Senior Tutor position.

Duties and Responsibilities

Duties of a Tutor shall include:

- Teaching,
- Setting and marking of assignments and examination questions,
- Invigilation of examinations,
- Supervision of student's project,
- Research and publication,
- Assisting in the administration of the departments,



- Supervision of student's internships,
- Extension work/services to the College and the nation,
- Any other related duties assigned by the Principal or her representative.

Applications are invited from suitably qualified candidates for appointment to teach the underlisted courses:

COURSES

- Clothing and Textiles
- Agricultural Science
- Twi (Asante)
- Early Childhood
- Mathematics

2. PROCUREMENT ASSISTANT

Qualification and Experience

Must have a relevant Bachelor's degree awarded by a recognized institution or relevant professional qualification. Candidate must have served a Senior Procurement Clerk in a College of Education or comparable grade in a similar institution or organization for at least four (4) years.

OR

Applicant must hold Higher National Diploma (Purchasing and Supply) plus four (4) years relevant experience.

Must be computer literate and conversant with the relevant software.

Duties and Responsibilities

A Procurement Assistant will perform duties relating to procurement of goods, services works including:



- Preparation of procurement plans for goods, works and services for the College;
- Assisting in ensuring adherence to procurement regulations as contained in the Procurement Act 2003, ACT 663 and any other regulatory framework;
- Formulation of procurement plans and strategies;
- Assisting in the process of tenders advertisements;
- Preparation of tender bids
- Supervising the maintenance and updating of proper database of supplies, service providers and consultants;
- Assisting in monitoring contracts to ensure conformance and compliance with contract terms;
- Compilation of procurement requests from user departments for action;
- Any other duties that may be assigned by the Principal.

3. SENIOR ADMINISTRATIVE ASSISTANT

Qualifications and Experience

- Applicant must hold a Bachelor's degree in Administration/Social Science/Management etc. awarded by a recognized tertiary institution. Applicant must have served as an Administrative Assistant in a College of Education or comparable grade in a similar institution/organization with at least four (4) years experience.

Duties

The Administrative Assistant will perform a wide range of Administrative and Secretarial duties of executive nature which include

- Training and supervision,
- Covering of meetings,
- Preparation and typing of reports,
- Keeping of confidential files,
- Maintenance of discipline and



- Execution of specific duties assigned by superiors.

4. DOMESTIC BURSAR

The Domestic Bursar will assist the Senior Domestic Bursar in the overall management of the College Kitchen.

Qualifications and Experience:

A Bachelor's Degree in Home Economics, Hospitality Management or related field.

A minimum of four (4) years post qualification work experience in catering services in College of Education or comparable grade in similar institution/organisation.

Duties and Responsibilities:

- Assist the Domestic Bursar in the day to day running of the kitchen
- Supervising the kitchen staff
- Enforcing rules and regulations with regards to cooking and serving.
- Ensuring cleanliness of all kitchen tools and equipment.
- Training of staff on the best practices of cooking and serving.
- Repairs / maintenance and smooth running of the College Kitchen.
- Ensuring that food is served on time and in the right quantity and quality.
- Preparation of requisition and estimates for approval by College authorities.
- Ensuring availability of stock at all times.
- Providing technical assistance to management on the best practices.
- Perform other related duties that may be assigned from time to time.
- Any other duties that may be assigned by the Principal.

Remuneration

Salary and conditions attached to the above positions are attractive and in accordance with the approved Harmonised Conditions and Scheme of Service for the Colleges of Education.

Mode of Application

- Interested Candidates are requested to submit an Application Letter with the following:
- Curriculum Vitae;
- Reference letters from **Three (3) Referees**; and
- A Two-Page Statement of Purpose/Personal Statement.

To:



THE CHAIRPERSON
APPOINTMENTS AND PROMOTIONS COMMITTEE
AGOGO PRESBYTERIAN WOMEN'S COLLEGE OF EDUCATION
POST OFFICE BOX 26
AGOGO, ASANTE AKYEM NORTH

searchcommittee@apwce.edu.gh

*Applicants should use the job title as the subject line.

Closing Date

Applications should reach the above email address in soft copy **ONLY** on or before Wednesday 3rd March, 2021

Only shortlisted applicants will be contacted.

-----Signed-----

PRINCIPAL



