



GHANA NATIONAL ASSOCIATION OF TEACHERS (GNAT)

EXECUTIVE SEARCH

The Ghana National Association of Teachers invites applications from suitably qualified Ghanaians who are goal-oriented, results-driven with good leadership qualities and enthusiasm for appointment to the position of:

DEPUTY GENERAL SECRETARY – EDUCATION AND PROFESSIONAL

DEVELOPMENT JOB DESCRIPTION

- i. Analysis of National Education policies and programmes and advises the Association
- ii. Coordinates Professional Development Programmes with International Partners and others for the membership
- iii. Development of Teachers Resources Centres and GNAT Library Services
- iv. Collaborates with Universities/Research Institutes, Teachers Education Division and Colleges of Education in designing pre-service programmes
- v. Supports Book Development Projects and Writers Clubs
- vi. Represents the Association on examination bodies such as the Institute of Education, University of Cape Coast
- vii. Coordinates publication of the Teachers Journal
- viii. Collaborates with the Teacher Education Division to organize continuous Professional Education courses for members

JOB SPECIFICATION

- i. Age should not be below 45 and not above 55, by **31st July, 2021**
- ii. Professional Teacher with a minimum of First Degree from a recognized University, but a Higher Qualification would be an advantage
- iii. Candidate should appreciate the dynamics in a large Trade Union work environment and respond accordingly
- iv. Candidate should be conversant with National Education Programmes and Policies
- v. A working knowledge in basic Computer applications in Word and Excel is recommended.
- vi. Candidate must be a paid-up member of the Ghana National Association of Teachers (GNAT)

- vii. Candidate must be, at least, an Assistant Director I in the GES, with at least, 4 years' experience on the grade, or at least, a Regional Secretary, with 4 years' experience in the position, by **31st July, 2021**

PERSON SPECIFICATION

- i. A high sense of integrity is demanded
- ii. Candidate should be responsive to information needs of management
- iii. Strong interpersonal and communication skills
- iv. Candidate should be an effective team-builder and player

VISION AND MISSION

Candidate should provide his/her vision and mission statement for GNAT

LEVEL OF RESPONSIBILITY

Reports to the General Secretary

REMUNERATION

This is a management position and compensation is negotiable within the Ghana Universal Salary Structure (GUSS) framework.

MODE OF APPLICATION

Qualified candidates should submit an application letter together with Curriculum Vitae with two (2) recent passport-size photographs, two letters of recommendation, photocopies of relevant certificate(s), photocopy of last pay slip, Birth Certificate, SSNIT Statement and two (2) self-addressed envelopes should be forwarded to the address below not later than **May 28, 2021**:

**THE MANAGING CONSULTANT
GIMPA CONSULTANCY & INNOVATION DIRECTORATE P.O. BOX AH 50,
ACHIMOTA, ACCRA**

Only shortlisted applicants will be contacted.