



ST. AMBROSE COLLEGE OF EDUCATION, DORMAA AKWAMU

JOB ADVERTISEMENT

St. Ambrose College of Education is a Public College established by the Catholic Diocese of Sunyani since 2009. It is located at Dormaa Akwamu in the Dormaa East District of the Bono Region of Ghana. As a Catholic Institution, Quality Teacher Education with discipline is our core mandate.

Applications are invited from suitably qualified persons for the following positions at *St. Ambrose College of Education, Dormaa Akwamu*;

1. TEACHING (ACADEMIC) STAFF

As a Tutor, your duties shall include:

- Teaching
- Setting and marking of assignments and examination questions
- Invigilation of examinations
- Supervision of students' projects
- Research and publications
- Assisting in the administration of the department
- Supervision of students' internships
- Extension work to the College and the nation
- Any other related duties assigned by the Principal or his/her representative

Specialised areas for consideration include:

- Physical Education Tutor
- Physics Tutor
- Religious and Moral Education Tutor
- Social Studies Tutor
- Music and Dance Tutor
- Mathematics Tutor
- Education Tutor

- English Language Tutor (Preferably, Strong Literature background)
- Ghanaian Language Tutor
- Home Economics Tutor

QUALIFICATION AND EXPERIENCE

Applicant must have good character, high degree of personal integrity, a distinguished master tutor and a scholar in the relevant discipline. The applicant must hold an **Mphil Degree** in any of the above relevant disciplines applied for. **PhD** is an added advantage.

2. ADMINISTRATIVE ASSISTANT

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
- Execution of specific duties assigned by superiors

QUALIFICATION AND EXPERIENCE

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

3. LIBRARY ASSISTANT

The Library Assistant shall perform professional library duties including:

- Sort publications, books and other literary items and return them to their proper shelves and storage areas
- Locate library materials, including periodicals, books, magazines and electronic resources, and assist in the creation, routing, revision and approval of a variety of online documents
- Assist patrons when looking for reading or research materials, and instruct patrons in the use of computers, scanners and photocopiers
- Set up new accounts and issue library cards, and maintain library equipment in proper working order
- Maintain records of new and used items received, issued, stored and returned, and file according to library system
- Perform clerical duties, such as sorting mail, answering phones, filing, photocopying, word processing and mailing out letters, keep up regular communication with supervisors regarding changes, and seek streamline processes where appropriate

- Open and close library following normal business hours, secure library equipment and deal with problem or disruptive patrons, or refer them to the supervising librarian

QUALIFICATION AND EXPERIENCE

Must hold Bachelor's Degree in Library/Archives Administration or equivalent qualification.

Must be computer literate and be familiar with some library software.

4. ESTATE MANAGEMENT ASSISTANT

Estate Management Assistant shall perform duties relating to the management of the College's Estate Department, including:

- Advising management on estate matters, including property acquisition rent and rent review, leases and lease renewal and disposal of unserviceable
- Undertaking routine inspection of the College's estates and preparation of regular reports
- Ensuring that proper assets register is maintained at the estate office.
- Assisting in the furnishing of duty post of bungalows, flats guest houses residencies, offices, classrooms and lecture halls
- Preparation of monthly schedules for the Principal's consideration
- Preparation of venues for functions such as congregation and matriculation
- Providing timely reports on encroachment on College's properties for appropriate action
- Ensuring proper utilisation of the College's Property
- Any other duties that may be assigned by the Principal

QUALIFICATION AND EXPERIENCE

Candidate must have a Bachelor's degree in Estate Management or equivalent professional qualification **OR**

Relevant HND or University Diploma in Estate Management plus four (4) years relevant experience

Candidate must be computer literate and conversant with the relevant software

5. CLERK GRADE I

The duties of a clerk grade I shall include:

- Typing
- Handling of files
- Interpreting and application of regulations
- Responding to enquiries

QUALIFICATION AND EXPERIENCE

Applicant must hold a Diploma in Business Studies (Secretarial Option) from a recognized institution OR possess six (6) WASSCE/SSCE passes including English Language.

Applicant must be computer literate.

6. COOK

The duties of a cook shall include:

- Prepare ingredients to use in cooking (chopping and peeling vegetables, cutting meat etc.)
- Cook food in various utensils or grillers
- Check food while cooking to stir or turn
- Ensure great presentation by dressing dishes before they are served
- Keep a sanitized and orderly environment in the College Kitchen
- Ensure all food and other items are stored properly
- Check quality of ingredients

QUALIFICATION AND EXPERIENCE

Applicant must hold an NVTI certificate in Hospitality and Catering/Equivalent Professional Certificate from a recognized institution with passes including Mathematics and English.

7. GUARD I

A Guard I shall assist the Chief Security Officer in the Administration of the Security Services which shall include:

- Exercising control over Guards and Security personnel
- Ensuring Discipline among security staff
- Keeping the security situation under constant review for the safety and protection of the entire College Community

Advising the Chief Security Officer on security situation and logistic needs

QUALIFICATION AND EXPERIENCE

Applicant must have served as Guard Grade II for a minimum of three (3) years in the College. Applicant must have impeccable records of service.

Candidate must possess five (5) passes in WASSCE/SSSCE including Mathematics and English

8. CHIEF HEADMAN/LABOURER

The duties of a Chief Headman/College Labourer shall include:

- Mowing lawns and raking leaves
- Clearing of weeds
- Pruning shrubs
- Collecting and disposing of debris and trash;
- Digging ditches
- Cutting and hauling wood
- Assisting skilled workers with building maintenance (painting, plumbing, roof repair) by hauling materials
- Off-loading Kitchen Supplies

QUALIFICATION AND EXPERIENCE

Having awareness of safety and health issues, being able to follow verbal and written instructions, being physically fit, having practical skills, able to work at heights, able to work with a team, having good interpersonal abilities, having good communication skills, being able to use simple machines and equipment

Applicant must be able to read, write and follow simple instructions.

HOW TO APPLY

Interested applicants who meet the requirements for any of the above advertised vacancies must submit copies of application package comprising of the following:

1. Application letter
2. Updated Curriculum Vitae
3. Certified Copies of certificates and Transcripts
4. Two-page vision statement

The application package should be sent to the address below:

**The Principal,
St. Ambrose College of Education, Dormaa Akwamu
P.O. Box 25, Wamfie**

Deadline for submission is Friday **30th April, 2021**