



Promoting Excellence in Knowledge

GHANA ACADEMY OF ARTS AND SCIENCES

Ghana's premier learned society

VACANCY FOR COMMUNICATIONS OFFICER

The Ghana Academy of Arts and Sciences, Ghana's premier learned society seeks an experienced and highly motivated Communications Officer to develop and lead the implementation of the Academy's communication strategy.

Job Description:

The Communications Officer will be responsible for all the Academy's communications and will report directly to the Executive Secretary. He/She will be responsible for developing and implementing the Academy's communication plan and for coordinating all the Academy's public events. The Communications Officer will also be responsible for publicizing the Academy's news and events on all social media platforms, and for drafting content for the website and social media sites.

Qualifications and Skills Required

1. Hold a Master's degree in Journalism, Communications, Public Relations, Marketing or related disciplines
2. Understand effective graphic design, branding principles and the use of internet and social media platforms as a means of communication
3. Have excellent written and verbal communication skills, including the ability to craft written and multimedia content related to the Academy's educational, policy and advisory functions
4. Be charismatic and dynamic with excellent interpersonal skills
5. Ability to work under pressure and meet deadlines
6. Ability to handle and prioritize tasks while maintaining strong attention to detail
7. Must have Microsoft Office Suite software skills
8. Working knowledge of Adobe Creative Cloud software (specifically, InDesign, Photoshop, Illustrator, etc.) and Content Management Systems.
9. Demonstrated experience and creativity in the design/development of marketing, public relations or educational programs and communications materials
10. Must provide professional portfolio including at least three best writing samples and digital communications products, if selected for interview

Key Responsibilities and Tasks:

- Develop and implement the Academy's communication plan and coordinate all the Academy's public events
- Publicize the Academy's news and events on social media platforms
- Draft content for the Academy's website and social media sites
- Build and manage various aspects of the Academy's social media activities
- Build and manage GAAS website and social media sites in consultation with relevant officers
- Develop newsworthy content out of GAAS events and publications
- Compile relevant material for composing the Academy's Annual Report
- Manage the Academy's visibility and project its research capabilities, accomplishments and contributions to national discourse in both traditional and new media
- Establish exemplary relationships with personnel in all departments
- Perform any other duty assigned by the Executive Secretary

VACANCY FOR RESEARCH OFFICER (FUNDRAISING & GRANTS MANAGEMENT)

Job Description:

The Research Officer (Fundraising and Grants Management) is a key staff member within the GAAS Secretariat, responsible for proposal development, grants management and fundraising. The Research Officer (Fundraising and Grants Management) reports to the Executive Secretary and works closely with Programme Officers in the various departments and units of the Academy.

The candidate for this position must have a professional understanding of the overall process of developing research proposals, managing grants, writing reports and ensuring compliance with funding requirements.

Qualifications and Skills Required

1. A good first degree in the Sciences or the Humanities
2. Master's degree in Natural Sciences, Engineering, Public Policy, Economics, Political Science, Law, other Social Sciences with applied
3. research and policy interests that fall within the remit of GAAS Chapters.
4. Excellent writing and verbal communication skills
5. Ability to multi-task, prioritize and cope with competing demands under tight deadlines
6. Ability to research grants and gather information using internet and search engine tools
7. Detail oriented, proactive and ability to work with minimal supervision
8. Excellent interpersonal and organizational skills
9. Microsoft Office software skills
10. At least three-years of demonstrated work experience in fundraising and grants management
11. Must provide professional portfolio demonstrating success as principal writer or manager of funded grants or contracts, if selected for interview

Key Responsibilities and Tasks:

Proposal Development

- Identifies, researches and develops programs and proposals for funding
- Organises and coordinates proposal writing teams to respond to grant opportunities
- Prepare grant and contract budgets
- Works closely with Principal Investigators in researching, drafting, and finalizing grant proposals
- Reviews and submits proposals to sponsor, ensuring accuracy and compliance with sponsor requirements and guidelines

Grants Management

- Ensures that overall performance activities, related documentation, and reporting are in compliance with grant requirements
- Works closely with Principal Investigators to ensure budgets are spent according to grant contracts and GAAS regulations
- Tracks and communicates progress of funded grants and contracts to the Executive Secretary and GAAS Council
- Monitors the need for contract amendments or modifications with funding agencies
- Reviews and submits in timely fashion progress reports to funding agencies

Fundraising

- Initiates, develops and coordinates fundraising to secure gifts, grants and donations to support GAAS programmes and activities
- Establishes and maintains networking contacts with potential and emerging donors and funding organisations
- Coordinates and facilitates effective interactions between GAAS and top Executives of funding organisations
- Compiles or develops materials to submit to donors and funding organisations.

Other Responsibilities

- Establish exemplary relationships with personnel in all departments
- Perform any other duty assigned by the Executive Secretary

VACANCY FOR RESEARCH OFFICER (POLICY ANALYSIS, RESEARCH SUPPORT AND CAPACITY BUILDING)

Job Description:

The Research Officer (Policy Analysis, Research Support and Capacity Building) is a key staff member within the GAAS Secretariat, responsible for research proposals development, policy analysis, capacity building and providing research support to the Sections, Chapters and Committees of the Academy. The Research Officer (Policy Analysis, Research Support and Capacity Building) reports to the Executive Secretary and works closely with Programme Officers in the various departments and units of the Academy.

The candidate for this position must have a professional understanding of the entire process of developing research proposals, research design, data collection and analysis, and writing policy driven research reports. The candidate should be adept at employing both quantitative and qualitative methodologies.

Qualifications and Skills Required

1. A good first degree in the Sciences or the Humanities.
2. Master's degree in Natural Sciences, Engineering, Public Policy, Economics, Political Science, Law, other Social Sciences with applied research and policy interests that fall within the remit of GAAS Chapters.
3. Excellent writing and verbal communication skills.
4. Ability to multi-task, prioritise and cope with competing demands under tight deadlines
5. Must have strong research and project management skills
6. Detail oriented, creative problem-solver, sound judgment and ability to work with minimal supervision
7. Excellent interpersonal and organizational skills
8. Microsoft Office Suite software skills
9. At least three-years of demonstrated work experience in applied research or policy analysis.
10. Must provide professional portfolio demonstrating creative and innovative applied research or policy analysis, if selected for interview.

Key Responsibilities and Tasks:

Applied Research

- Tracks and analyses relevant trends, data, legislation, and administrative actions to identify emerging research opportunities for GAAS Sections, Chapters and Committees
- Works closely with GAAS Sections, Chapters, and Committees to identify and develop funding opportunities relevant to their research areas.
- Develops and submits research proposals to funding sources, organizing the necessary resource persons and Principal Investigators
- Collaborates with Principal Investigators on developing and managing research activities, including research design, data collection and analysis, project implementation and coordination, report writing, and presentations to key stakeholders
- Ensures that overall performance activities, related documentation, and reporting are in compliance with funding requirements
- Monitors the need for contract amendments or modifications with funding sources
- Works closely with Principal Investigators to ensure that research budgets are spent according to funding contracts and GAAS regulations
- Tracks and communicates progress of funded research contracts to Executive Secretary and GAAS Council
- Reviews and submits, in timely fashion, progress reports to funding sources

Policy

- Track and monitor emerging issues to enable the Academy to provide evidence-based advice on critical or time-sensitive national issues.
- Conduct policy analysis to assist the Sections, Chapters and Committees to evaluate and recommend policies to key stakeholders and relevant audiences
- Prepare or assist in the preparation and timely delivery of research papers, reports, policy briefs, and presentations for dissemination by the Academy
- Establish and maintain relationships with relevant policy makers and influencers in government, universities, professional associations, and other organisations.

Capacity Building

- Organise proposal development training for GAAS staff
- Provide training materials to support proposal development capacity building within GAAS

Other Responsibilities

- Establish exemplary relationships with personnel in all departments
- Perform any other duty assigned by the Executive Secretary

ALL APPLICATIONS SHOULD BE ADDRESSED AND EMAILED TO THE

HONORARY SECRETARY:

vacancies@gaas-gh.org

NB: ONLY SHORTLISTED APPLICANTS SHALL BE CONTACTED

CLOSING DATE: 17 SEPTEMBER, 2021