



GHANA ACADEMY OF ARTS AND SCIENCES

Ghana's premier learned society

VACANCY FOR ASSISTANT PUBLICATIONS OFFICER

Job Description:

The Assistant Publications Officer will assist the Publications Officer in the production of all GAAS publications, policy papers, and related documents, and in the development and maintenance of a digital/e-book publishing page/platform.

Qualifications and Skills Required

1. At least HND from a recognized Public Institution or First Degree in Graphic Design, Publishing, Creative Arts or related fields
2. Must have at least two years of relevant experience
3. Knowledge of design principles, tools, and techniques
4. Knowledge of media production, communication, and dissemination
5. Artistic ability and creativity are essential
6. Knowledge of the meaning and spelling of words, rules of composition and grammar
7. Microsoft Office Suite software skills
8. Should possess the necessary knowledge and skills for the use of graphic design software programs, such as Adobe Photoshop, Illustrator, InDesign, CorelDRAW, etc.
9. A general interest in computers and an aptitude for learning new technology will be beneficial
10. Ability to effectively present ideas - both verbally and visually
11. Excellent written and verbal communication skills
12. Good interpersonal skills

Key Responsibilities and Tasks:

- Maintain the house formatting and design style guide
- Assist with the organization of manuscripts
- Create design concepts and layouts
- Design and produce a wide range of promotional items, such as leaflets, annual reports, brochures, postcards, banner stands and adverts
- Contribute to the development of new publications working with the Publications Officer
- Develop and manage the Academy's digital/e-books platform
- Liaise with the Communications and Accounting teams to maximise a blended approach between print and digital publications
- Ensure that all materials available online for the public are fully accessible and in appropriate formats
- Oversee the mailing of publications where necessary
- Establish cordial 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