

GHANA ACADEMY OF ARTS AND SCIENCES

Objectives of the Ghana Academy

The Ghana Academy of Arts and Sciences (GAAS) was established by an Act of Parliament in 1959, to encourage the creation, acquisition, dissemination, and utilization of knowledge for national development. It is made up of Fellows who have distinguished themselves in the Arts and Sciences and is led by a Council consisting of a President, Vice-Presidents, an Honorary Secretary and other elected members.

The Academy's work is administered through a Secretariat consisting of the Executive Secretary and other administrative, secretarial and clerical staff. The Executive Secretary is responsible for the day-to-day management of the Academy under the Honorary Secretary, and drives the strategic plan and other policy directives under the general guidance of the Council.

Position: Executive Secretary

Scope of Work

- i. Under the general guidance of the Council and the direct supervision of the Honorary Secretary, the Executive Secretary is responsible for the day-to-day management of the Academy, and drives the implementation of the Academy's Strategic Plan and other policy directives;
- ii. S/He manages the staff of the Secretariat of the Academy;
- iii. S/He keeps records, archives and library of the Academy;
- iv. S/He is responsible for the safe custody of the common seal of the Academy;
- v. S/He serves as secretary to the Council and the General Meeting of Fellows of the Academy and conducts correspondence on their behalf;
- vi. S/He coordinates the activities of the Academy and arranges its public events;
- vii. S/He serves as a member of the Entity Tender Committee and is a co-opted member of the Audit Committee; and
- viii. S/He performs any other duties that may be assigned by the Honorary Secretary and Council.

Qualifications and Experience

- i. The position of Executive Secretary is equivalent to that of a Deputy Registrar in a public university in Ghana;
- ii. Candidates must have a good first degree and a Master's degree in either the Arts or Sciences; and
- iii. Candidates must have not less than 15 years post qualification experience, at least eight (8) of which shall have been in a senior management position.

Qualities

- i. Proven competent leadership capabilities and managerial skills;
- ii. A team player with excellent interpersonal skills;
- iii. Capacity to exercise sound judgment and exhibit a high sense of initiative;
- iv. Effective communicator with excellent report writing skills;
- v. Computer literate; and
- vi. Applicant should be able to serve at least one five-year term of office before attaining the compulsory retirement age of 60 years.

Tenure

The Executive Secretary shall hold office for a period of five (5) years and is eligible for reappointment for a further term of up to five (5) years, subject to a satisfactory review of performance.

Remuneration

The salary attached to the position is equivalent to that of a Deputy Registrar in a public university in Ghana.