

## **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: Principal Administrative Assistant – General Administration**

Under the Executive Secretary, the Principal Administrative Assistant – General Administration performs administrative and secretarial duties.

#### **Scope of Work**

- i. Serve as Secretary to the Executive Secretary;
- ii. Receive all in-coming correspondence to the office of the Executive Secretary;
- iii. Enter and assigns all out-going correspondence from the office of the Executive Secretary;
- iv. Perform files-census and update all back-up files at the office of the Executive Secretary;
- v. Assist in organizing in-house meetings and public lectures of the Academy; and
- vi. Performs any other duties assigned by the Executive Secretary.

#### **Qualifications and Experience**

**Either:** i. Candidates must possess a bachelor's degree awarded by a recognized university;

**Or:** ii. Higher School Diploma/Degree with at least 8 years' relevant experience or ICOSA Professional level 3 with a year's relevant working experience.

ii. At least four (4) years' post qualification experience or must be a confirmed officer with not less than 5 years' continuous and satisfactory service as a Senior Administrative Assistant.

#### **Qualities**

- i. In all cases, candidates must be computer literate;
- ii. Must show evidence of ability to hold a schedule without supervision; and
- iii. Ability to type (and possibly take shorthand) will be an advantage.

**Tenure**

Performance-based promotion or until the incumbent reaches the compulsory retirement age of 60. years.

**Remuneration**

Remuneration is equivalent to that of a Principal Administrative Assistant in a public university in Ghana.