



Promoting Excellence in Knowledge

GHANA ACADEMY OF ARTS AND SCIENCES

Ghana's premier learned society

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 and secretarial 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.

1. Deputy Executive Secretary

Job Summary

The Deputy Executive Secretary supports the Executive Secretary in the overall management and administration of the institution, in line with Government of Ghana policies, GAAS Council policies, Public Services Commission guidelines, and relevant legal frameworks. The role ensures effective coordination of units, reporting, and stakeholder engagement.

Key Responsibilities:

- Support the Executive Secretary in implementing policies, strategic plans, and institutional mandates.
- Coordinate activities across Sections and Units to ensure alignment with national development frameworks and the Academy's strategic plan.
- At the instance of the Executive Secretary and as guided by Council, prepare policy briefs, memoranda, and reports for sector ministries and oversight bodies.
- Support the Executive Secretary to ensure GAAS compliance with performance monitoring and reporting in line with public sector performance frameworks.
- Facilitate engagement with Ministries, Departments and Agencies (MDAs), development partners, and regulatory bodies.
- Perform any other duties assigned by the Council, Honorary Secretary, and Executive Secretary.
- Act in the capacity of Executive Secretary in his absence.

Qualifications & Experience

- Candidates must have a master's degree in Public Administration, Business Administration, or related field.
- Candidates must have a minimum of 10 years relevant experience, with at least 5 years in senior management within the public sector, academia, private consulting, corporate environment, NGOs and CSOs.
- Candidates must have sound knowledge of Ghana's public service structure and administrative procedures.
- Demonstrable experience and proven track record in management.
- Strong knowledge of higher education systems and governance structures is an advantage.
- Exposure to best practices in analogous institutions and relevant international experience would be an advantage.
- Membership of a recognized professional body is an advantage.

Skills & Competencies (Qualities)

- Strong leadership and public sector governance knowledge
- Policy analysis and implementation skills
- Monitoring and evaluation competencies
- High-level stakeholder managementEffective communicator with excellent report writing and presentation skillsIntegrity and adherence to public service values
- Capacity to exercise sound judgment and exhibit a high sense of initiative
- Teamwork and excellent interpersonal skills
- High level of professionalism, integrity, and discretion.Strategic thinking with strong analytical and problem-solving skills.
- Results-oriented with strong planning and execution skills.

Tenure

The Deputy 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.

Candidates should be able to serve at least one five-year term of office before attaining the compulsory retirement age of 60 years.

2. HR Officer

Job Summary

Under the Executive Secretary, the HR Officer manages the human

resource functions in compliance with the Labour Act, 2003 (Act 651), Public Services Commission guidelines, and internal HR policies. The HR works in direct consultation with the Executive Secretary. The role supports recruitment, staff welfare, performance management, capacity development and all other strategic and operational HR functions within the organization.

Key Responsibilities

- The successful candidate must work to develop appropriate HR Management systems and frameworks at GAAS.
- Coordinate recruitment and selection processes in line with public service procedures.
- Support the development of appropriate HR Management Information System.
- Maintain employee records in accordance with audit and regulatory requirements.
- Administer payroll inputs, compensation, and benefits in collaboration with finance.
- Support implementation of performance appraisal systems (e.g., PMS).
- Handle employee relations, grievances, and disciplinary processes in compliance with GAAS Policies, Council direction and the labour laws.
- Organize staff training and capacity-building programmes.
- Liaise with regulatory bodies such as the Public Services Commission, Ghana Tertiary Education Council, and Fair Wages and Salaries Commission regarding relevant HR issues.
- Perform any other duties assigned by the Executive Secretary.

Qualifications & Experience

- Master's degree in Human Resource Management, Public Administration, or related field.
- Minimum of 5 years' relevant post-qualification experience, with at least 2 years in a management or leadership role, within an academic, public sector, or corporate environment.
- Demonstrable experience and proven track record in HR Management.
- Membership with a recognized professional body (e.g., IHRMP Ghana) is an advantage.
- Strong knowledge of higher education systems and governance structures will be an advantage.

Skills & Competencies

- Knowledge of Ghana Labour Act and public service HR practices.
- Strong administrative, record-keeping skills and report writing skills.
- Confidentiality and ethical conduct.
- Good interpersonal and conflict resolution skills.

Tenure

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

3. Senior Administrative Assistant

Job Summary

Under the Executive Secretary, the Senior Administrative Assistant performs high-level administrative, secretarial and operational duties.

Key Responsibilities

- Coordinate and supervise daily administrative operations of the office.
- Ensure effective management of office schedules, files, and documentation.
- Prepare official letters, memoranda, reports, briefs, and presentations.
- Assist in organizing meetings, conferences, workshops, and official engagements.
- Monitor office supplies and coordinate procurement requests.
- Ensure proper maintenance and utilization of office equipment.
- Coordinate transportation, accommodation, and logistics for official assignments and events.
- Assist in staff attendance monitoring, performance appraisal, leave administration, and welfare coordination.
- Promote positive institutional image through effective communication and professionalism.
- Ensure adherence to public service rules, regulations, and organizational policies.
- Assist in implementing administrative reforms and operational procedures.
- Support audits, inspections, and management reviews.
- Perform any other official duties assigned by management consistent with the role.

Qualifications and Experience

- Bachelor's Degree or Higher National Diploma (HND) in: Public Administration, Management Studies, Business

Administration, Secretaryship and Management Studies, Human Resource Management, Or a related field from a recognized institution.

- Minimum of 5 years' relevant post-qualification experience, with at least 2 years within an academic, public sector, or corporate environment.
- Demonstrable experience and proven track record in administration.
- Membership with a recognized professional body (e.g., IHRMP Ghana) is an advantage.
- Strong knowledge of higher education systems and governance structures will be an advantage.

Skills & Competencies

- Knowledge of Ghana Labour Act and public service rules, regulations and policies.
- Strong administrative, record-keeping skills and report writing skills.
- Confidentiality, integrity and ethical conduct.
- Good interpersonal and conflict resolution skills.
- Excellent communication skills.
- Proactive and excellent problem-solving skills.
- Proficient in ICT tools for administrative efficiency.

Tenure

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

4. Facility Manager

Job Summary

Under the Deputy Executive Secretary, the Facility Manager oversees the maintenance, safety, and efficient utilization of GAAS facilities in compliance with national safety standards and public sector operational guidelines.

Key Responsibilities

- Manage proper maintenance and repair of buildings, offices, and assets.
- Ensure compliance with occupational health and safety standards in Ghana.
- Supervise service providers (security, cleaning, waste management, utilities) and third-party contractors.
- Oversee space allocation and office planning within government premises.
- Monitor facility-related budgets in line with public financial management rules.
- Ensure proper documentation and reporting for audits and inspections.
- Develop and implement emergency response and disaster preparedness plans.
- Perform any other duties assigned by the Deputy Executive Secretary.

Qualifications & Experience

- Bachelor's degree in Facility Management, Estate Management, or related field.
- Minimum of 5 years relevant experience.

Skills & Competencies

- Knowledge of building systems and maintenance standards
- Understanding of public procurement and contract management
- Strong demonstrable ethical standards
- Budgeting and cost control skills
- Strong coordination and supervision abilities
- Problem-solving and decision-making skills

Tenure

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

MODE OF APPLICATION

Applicants are required to submit the complete application pack addressed to the Search Committee, Ghana Academy of Arts and Sciences, through the email address: vacancies@gaas-gh.org

The application pack should contain the following:

- Application letter;
- An up-to-date Curriculum Vitae;
- Copies of relevant academic and/or professional certificates

CLOSING DATE: THREE WEEKS FROM THE PUBLICATION OF THIS ADVERT.

NB: ONLY SHORTLISTED APPLICANTS SHALL BE CONTACTED