

GHANA REFUGEE BOARD VACANCIES

Ghana, a relatively peaceful country in the West Africa sub-region currently hosts approximately 13,000 refugees from thirty-six (36) countries across the globe. The Ghana Refugee Board (GRB) was established by PNDC LAW 305 (D) of 1992 with a broad mandate to handle and manage refugee issues, provide care, assistance and protection for all asylum seekers and refugees on the shores of Ghana. GRB is an autonomous agency of the Ministry of the Interior. The Board is chaired by an official appointed by the President, and composed of representatives from the Ghana Police, Immigration, National Security, Ministries of Foreign Affairs, Education, Gender and Social Welfare, Attorney General and Justice and the National Disaster Management Organization with an observer status for UNHCR representation. Board functions are performed within the following legal framework: Ghana Refugee Law of 1992; the 1951 UN Convention Relating to the Status of Refugees; the 1969 OAU Convention Governing Specific Aspects of Refugee Problems in Africa. GRB's day-to-day affairs are handled by a Secretariat under an Executive Secretary appointed by the President on the advice of the Public Service Commission. GRB is seeking to recruit suitably motivated and qualified persons for the following positions:

Procurement / Assets Management Officer

Purpose

- To provide technical and operational support for the achievement of the Procurement and Assets Management objectives of the GRB.

Duties and Responsibilities

- Manages stock levels to ensure availability of goods and supplies for operational requirements;
- Ensures that goods and services delivery are consistent with contractual requirements;
- Initiate procurement processes; supervises the collection of data for procurement management; and the conduct of market surveys
- Drafts notices and other related tender documentation in line with procurement plan and budget;
- Coordinates the processes of acquisition of all GRB landed properties by taking appropriate actions in collaboration with other relevant stakeholders.
- Supervises the collection of data for the preparation of the annual budget, annual and periodic reports;
- Supervises the development, maintenance and update of the assets register for the Board
- Coordinates the development of a tenancy management system for the Board
- Liaises with ports to ensure that overseas procurements are expeditiously handled.

Qualifications and Experience

- A minimum of Bachelors' degree, preferably in Procurement Management, Procurement and Supply Chain Management, Procurement and Contract Administration, or a related discipline awarded by a recognized university;

- Must be a certified member, in Good Standing, of one of the under listed professional institutions or a recognized equivalent institution:
 - Chartered Institute of Purchasing and Supply (CIPS) – MCIPS;
 - Chartered Institute of Logistics and Transport (CILT) – CMILT;
 - Institute for Supply Management (ISM) – CPSM;
 - National Contract Management Association (NCMA) – CPCM.
- A minimum of four (4) years post qualification relevant work experience in a reputable public or private sector organization;
- Must have completed the statutory National Service and possess a certificate to that effect;
- Must pass a competitive selection interview conducted by the Board in collaboration with the Public Service Commission (PSC)

Competencies

- Considerable knowledge and understanding of the Public Financial Management Act, Internal Audit Agency Act and the Public Procurement Act;
- Excellent team player and good human relations;
- Excellent communication skills (both oral and written);
- Procurement and Assets management skills;
- Quantitative skills;
- Good communication skills;
- Proficiency in relevant IT applications;
- Good report writing skills.