

## **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:

### **Senior Administration Officer / Executive Assistant**

#### **Purpose**

- To provide administrative, technical and operational support for organizing the front office in a manner that ensures provision and effective utilization of resources for the delivery of services.

#### **Duties and Responsibilities**

- Serves as an Executive Assistant to oversee and coordinate office procedures of the Secretariat
- Supervises correspondences and manages meeting schedules and appointments of the office of the Executive Secretary
- Identifies the training and on-the-job-development needs of the front office staff, organizes or recommends appropriate responses and solutions for them.
- Prepares minutes of periodic Board and regular staff meetings
- Monitors and undertakes performance appraisal of the front office staff
- Provides inputs into internal control arrangements on annual budget and expenditure planning, reporting, accounting, auditing and resource mobilization plans

#### **Qualifications and Experience**

- A minimum of post graduate Degree from a recognized Tertiary Institution in Social Sciences, International Development or relevant field and discipline
- Minimum of nine (9) years work experience, three (3) years of which must be in a senior management positions in a reputable organization.
- Must pass a competitive selection interview conducted by the Board in consultation with the Public Service Commission (PSC).

**Competencies**

- Demonstrable knowledge in Organization and Management, Public Policy and Administration
- High level Computer Literacy and proficiency
- Strategic planning, analytical qualitative and quantitative skills
- Leadership, Research, Negotiation, Communication, public relations and problem-solving skills
- Excellent Report and Proposal Writing Presentation and analytical Skills
- Team leader and player