

**HARMONISED SCHEME OF SERVICE
FOR STAFF OF COLLEGES OF
EDUCATION**

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SECTION A

Senior Staff A (SSA)

SENIOR STAFF A (SSA)

The following Senior Management positions are provided for in the Colleges of Education Act as well as the draft Statutes:

- College Principal
- College Secretary
- College Librarian
- College Finance Officer
- College Internal Auditor

The above appointments are to be made by Council upon the recommendations of a Search Committee of Council. The structure of these positions is illustrated in Chart 1.

The main categories of other Senior Staff A in a College of Education may include the following and any other categories that may be created by the College Council:

- Teaching
- Administration
- Library
- Finance
- Audit

The structure of the various Senior Staff A (SSA) positions as well as the lines of career progression is illustrated in Table 2.

COLLEGE PRINCIPAL

Duties and Responsibilities

The Principal is the administrative and academic head of the College and is accountable to the College Council.

As administrative head, the Principal is responsible for organising and conducting the financial and administrative business of the College in line with the Statutes, decisions of Academic Board and other national laws and regulations.

CHART 1

Proposed Senior Management Positions in the Colleges of Education: Special Appointments by Council

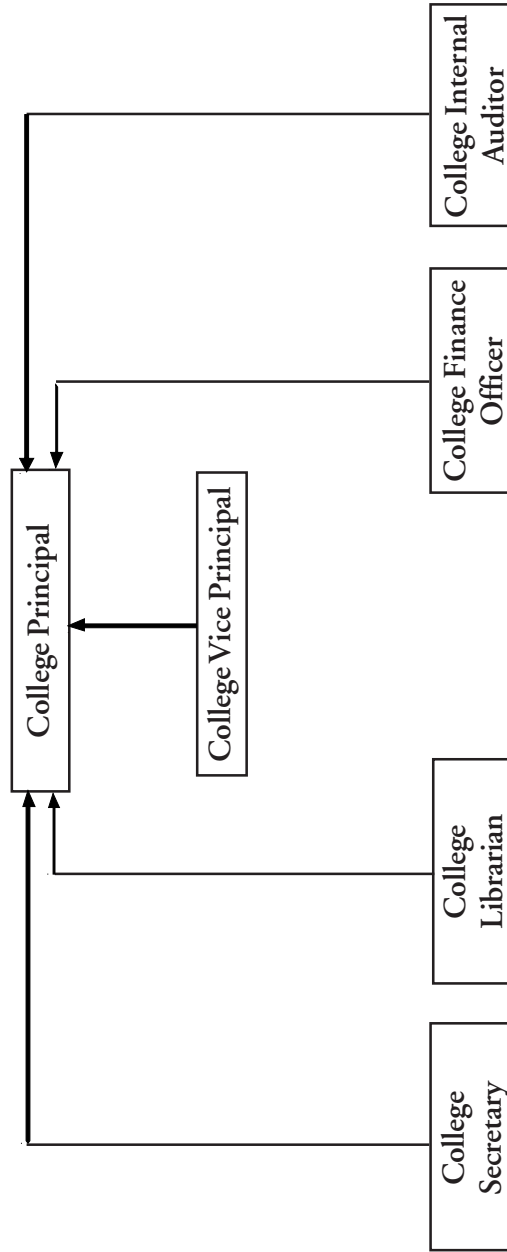


TABLE 1
 Harmonised Senior Staff A (SSA) Positions in the Colleges of Education

STATUS	TEACHING	ADMINISTRATION	LIBRARY	FINANCE	AUDIT
SENIOR STAFF A	Chief Tutor	Deputy Secretary	Deputy Librarian	Deputy Finance Officer	Deputy Internal Auditor
	Principal Tutor	Assistant Deputy Secretary	Assistant Deputy Librarian	Accountant	Assistant Deputy Internal Auditor
	Senior Tutor	Senior Assistant Secretary	Senior Assistant Librarian	Senior Assistant Accountant	Senior Assistant Internal Auditor
	Tutor	Assistant Secretary	Assistant Librarian	Assistant Accountant	Assistant Internal Auditor

As academic head, the Principal is responsible for promoting quality teacher education and training and research in the College.

Qualifications and Experience

Applicant must:

- have good character and high degree of personal integrity and must be a distinguished master teacher and scholar in Teaching and Learning.
- be at least a Principal Tutor in the College of Education or of a comparable grade in a similar institution/organisation.
- possess a research postgraduate degree preferably the terminal.
- be a professional teacher or must possess a minimum of a Diploma in Education or education related area.
- have rich administrative experience.
- have a good understanding of the challenges facing the College of Education in particular and tertiary education in Ghana in general.
- be able to complete at least one term of four years before attaining the compulsory retirement age.

Appointment of College Principal

The vacancy will be advertised and qualified applicants will be considered for appointment. Appointment of College Principal shall be through competitive interview and in accordance with the College statutes and decisions of Council.

VICE PRINCIPAL

Duties

The Vice Principal shall assist the Principal in the overall management and administration of the College.

Qualifications and Experience

Applicant must have good character and high degree of personal integrity and must be a distinguished master teacher and scholar in Teaching and Learning and must be at least a Principal Tutor in the College of Education.

Appointment

Appointment of Vice Principal shall be in accordance with the Colleges of Education Act and the College Statutes.

TEACHING

Senior Staff A (SSA) in Teaching shall be designated as follows:

- Chief Tutor
- Principal Tutor
- Senior Tutor
- Tutor

Duties and Responsibilities

Duties of all Senior Staff in Teaching shall include

- teaching,
- setting and marking of assignments and examination questions,
- invigilation of examinations,
- supervision of students' projects,
- research and publication,
- assisting in the administration of the departments,
- supervision of students' internships,
- extension work/service to the College and the nation,
- any other related duties assigned by the Principal or his/her representative.

Appointment/Promotion

All first appointments shall be through interview. Appointments to any grade below that of a senior tutor shall be for a probationary period of two years. In special circumstances, the appointing authority may recommend a shorter or longer period. For all first appointments three referees will be required and in the case of appointment to the tutor grade, at least one of the referees must be associated with the candidate's postgraduate studies. Three referees will be required, at least one of whom must be associated with the candidate's postgraduate studies.

Applicant shall be assessed based on capacity or potential for:

- teaching,
- scholarship,
- research,
- leadership,
- innovation and resourcefulness,
- extension work/service to the College and the nation.

CHIEF TUTOR

Appointment or promotion to the grade of Chief Tutor shall be on the basis of the candidate being nationally acknowledged as a master-teacher and scholar in the candidate's field, as well as, his/her contribution to the intellectual and professional reputation of the College.

Applicant must have served as a Principal Tutor for a minimum of four (4) years. Applicant shall present a minimum of nine (9) cumulative publications, five (5) of which must be published in recognised peer reviewed journals. External assessors shall be required to evaluate applicant's publications in line with the College's Statutes.

PRINCIPAL TUTOR

Applicant must have served as a Senior Tutor for a minimum of four (4) years and shown evidence of outstanding performance in teaching

and research in the candidate's subject area, as well as, contribution to the intellectual and professional reputation of the College.

Applicant must support his/her application with a minimum of five (5) cumulative publications three (3) of which must have been published in recognised peer reviewed journals. External assessors shall be required to evaluate candidate's publications in line with the College's Statutes.

SENIOR TUTOR

Applicant must have served satisfactorily as a Tutor for a minimum of four (4) years and must support his/her application with a minimum of two (2) publications, one (1) of which shall be published in a recognised peer reviewed journal. External assessors shall be required to evaluate candidate's publications in line with the College's Statutes.

TUTOR

Applicant must hold a good first degree and a Masters' degree in a relevant subject area. Both degrees must be in the same subject area.

Appointment to the position of Tutor shall be for a term of five (5) years and may be renewed for a second term upon satisfactory performance. A Tutor's appointment may be renewed up to a maximum of three terms, that is, a total of fifteen (15) years upon which the appointment may be terminated unless the applicant qualifies for promotion to Senior Tutor position.

ASSISTANT TUTOR

The assistant tutor position is a temporary one designed for prospective tutors. An assistant tutor must hold a relevant first degree with at least a second class upper grade. Such a candidate will be appointed for a period of three (3) years and be placed at the level of principal administrative assistant, renewable for a further period of two (2) years only. The appointment of the assistant tutor may be terminated unless the candidate qualifies for appointment as tutor within the above-mentioned period.

ADMINISTRATION

OFFICE OF THE COLLEGE SECRETARY

All Senior Staff A in administration shall belong to the Office of the College Secretary of which the College Secretary is the Head.

THE COLLEGE SECRETARY

Responsibilities and Duties

The College Secretary is the Head of the Office of the College Secretariat. He/She shall assist the Principal in the administration and management of the College. He/She is the Secretary to the College Council, all Committees of Council as well as all Statutory Committees of the College. It shall be the responsibility of the College Secretary to ensure the functioning of all Boards and Standing Committees of the College.

The Office of the College Secretary is in charge of all administrative, secretarial and personnel matters of the College which include:

- human resource management;
- keeping and maintaining the inventory of the college's assets;
- management and development of the college's assets;
- administration and organisation of admissions;
- organisation of examinations and publication of results;
- organisation of all official ceremonies including matriculation, congregation and convocation.

Qualifications and Experience

Applicant must hold a good first degree and a postgraduate degree preferably in Administration and Management related area. He/She must have served as a Deputy Secretary in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment of College Secretary

The vacancy will be advertised. Appointment to the position of a College Secretary shall be through competitive interview and as provided for in the College of Education Act and Statutes.

OTHER SENIOR STAFF A (SSA) POSITIONS IN ADMINISTRATION

Other Senior Staff As in the Office of the College Secretary shall be designated as follows:

- Deputy Secretary
- Assistant Deputy Secretary
- Senior Assistant Secretary
- Assistant Secretary

Duties

Senior Staff As in Administration shall perform a wide range of administrative and professional duties including:

- human resource management;
- student record management;
- report writing;
- organising of meetings;
- public relations;

Appointment/Promotion

All first appointments shall be through competitive interview. Applicant shall demonstrate

- Proven administrative and professional competence;
- Ability to supervise staff;
- Good written and oral communication skills;

- Good human relations and leadership skills;
- Sound judgement, innovation and resourcefulness.

All new appointments shall be for a probationary period of two years. In special circumstances, the appointing authority may recommend a shorter or longer period. The Appointments and Promotions Board shall have the right and responsibility to advise Council on the placement of successful candidates.

Three (3) referees will be required, at least one of whom must have been associated with the applicant's postgraduate studies.

DEPUTY SECRETARY

Duties

The Deputy Secretary will assist the College Secretary in all administrative, secretarial and personnel matters of the College.

Qualifications and Experience

Applicant must hold a good first degree and a postgraduate degree preferably in Administration and Management related area. Applicant must have served as Assistant Deputy Secretary in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

He/She shall demonstrate outstanding administrative and leadership abilities, proven by relevant working experience and written work, including

- Publications
- Reports
- Memoranda.

Two (2) external assessors shall be required.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be

considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT DEPUTY SECRETARY

The Assistant Deputy Secretary will assist the College Secretary in all administrative, secretarial and personnel matters of the College.

Qualifications and Experience

Applicant must hold a good first degree and a post graduate degree preferably in Administration and Management related area. The applicant must have served satisfactorily as Senior Assistant Secretary in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

The assessment of candidate's performance shall be based on his/her output including:

- Publications
- Reports
- Memoranda.

Two (2) external assessors shall be required.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR ASSISTANT SECRETARY

Duties

The Senior Assistant Secretary will assist the College Secretary in all administrative, secretarial and personnel matters of the College.

Qualification and Experience

Applicant must hold a good first degree and a postgraduate degree preferably in Administration and Management related area. The applicant must have served satisfactorily as Assistant Secretary in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

The assessment of candidate's performance shall be based on his/her output including:

- Publications
- Reports
- Memoranda.

Two (2) external assessors shall be required.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT SECRETARY**Duties**

The Assistant Secretary will assist the College Secretary in all administrative, secretarial and personnel matters of the College.

Qualifications and Experience

Applicant must hold a good first degree and a postgraduate degree or equivalent professional qualification plus a minimum of two (2) years of relevant work experience in administration.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be

considered for appointment/promotion. Selection shall be through competitive interview.

LIBRARY

THE COLLEGE LIBRARIAN

Responsibilities and Duties

The College Librarian provides leadership in advancing the College's teaching and research mission through a clear vision of the library's role, comprehensive strategic planning, incorporation of emerging technology, sound fiscal management and engagement of all members in the college community.

He/She has overall responsibility for library, research and information needs of the college community.

Specifically, the College Librarian's duties shall include:

- Drawing up and monitoring the implementation of College Library Strategic Plan;
- Directing and coordinating the components of the library i.e. staff, services, collections and external relations;
- Establishing and maintaining procedures, policies and systems that make for efficient library operation;
- Planning, organising, coordinating and measuring the work activities of all library personnel;
- Representing the library in contacts with Administration and Committees of the College; and
- Collaboration with the relevant and appropriate institutional libraries and organisations within and outside the country in order to keep up with development trends and attain exposure to developed systems.

Qualifications and Experience

Applicant must possess postgraduate degree in a library and

information related field. Applicant must have served as Deputy Librarian in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment of Librarian

Vacancy shall be advertised and selection shall be through competitive interview.

The appointment of the College Librarian shall be as provided for in the Colleges of Education Act and Statutes.

OTHER SENIOR STAFF A (SSA) POSITIONS IN THE LIBRARY

Other Senior Staff A in the Library shall be designated as follows:

- Deputy Librarian
- Assistant Deputy Librarian
- Senior Assistant Librarian
- Assistant Librarian

DEPUTY LIBRARIAN

Duties

The Deputy Librarian shall assist the Librarian in performing managerial, administrative and general library services for the College.

Qualification and Experience

Applicant must possess minimum of a master's degree in Library Science or information related field. Applicant must have served as Assistant Deputy Librarian in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT DEPUTY LIBRARIAN

The Assistant Deputy Librarian shall assist the Librarian in performing managerial, administrative and general library services for the College.

Qualification and Experience

Applicant must have served a minimum of four (4) years in a recognised tertiary education institution as an Assistant Librarian.

Applicant must possess a good first degree and a postgraduate degree in Library Science or Information related field. Applicant must have served as Senior Assistant Librarian in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR ASSISTANT LIBRARIAN

Duties

The Senior Assistant Librarian shall assist the Librarian in performing managerial, administrative and general library services for the College.

Qualifications and Experience

The applicant must possess a good first degree plus a postgraduate

degree in the relevant subject area or equivalent professional qualification and must have served as Assistant Librarian in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT LIBRARIAN

Duties

The Assistant Librarian shall assist the Librarian in performing managerial, administrative and general library services for the College.

Qualifications and Experience

Applicant must possess a good first degree plus a postgraduate degree in the relevant subject area. Applicant must have served as a Junior Assistant Librarian in a College of Education or comparable grade in a similar institution/organisation for at least two (2) years.

Appointment/Promotion

Vacancy shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

FINANCE

THE FINANCE OFFICER

The Finance Officer's position is a top management position heading a major division of the College.

Duties

The Finance Officer:

- is the Chief Accounting Officer of the College and the Chief Financial Advisor to the Principal;
- has general responsibility for the administration of the financial affairs of the College that will ensure its financial health and he/she exercises direct superintendence over all accounting officers;
- is responsible for collecting all legitimate revenue due to the College;
- exercises control over expenditure in line with the College's objectives and budgets;
- has the duty of preparing the annual budget of the College for presentation to the appropriate governing body for approval and implementation;
- is also responsible for ensuring that the financial statements of the College are drawn up in accordance with the law establishing the Colleges, the Statutes, applicable accounting standards and all other Regulations approved by the College as well as all other relevant national laws; and
- liaises with the appointed external auditors to get the College's financial statements audited.

Qualifications and Experience

Applicant must hold a good first degree or comparable qualification plus a professional qualification or a masters degree in Finance would be appropriate. He/She must have served as a Deputy Finance Officer in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years. In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;

- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Appointment of Finance Officer

The vacancy shall be advertised. Appointment to the position of a College Finance Officer shall be through competitive interview and as provided for in the Colleges of Education Act and College Statutes.

OTHER SENIOR STAFF A (SSA) POSITIONS IN FINANCE

Other Senior Staff A in Finance shall be designated as follows:

- Deputy Finance Officer
- Accountant
- Senior Assistant Accountant
- Assistant Accountant

DEPUTY FINANCE OFFICER

Duties

The Deputy Finance Officer shall assist the Finance Officer in the overall management and administration of the Office and functions.

Qualification and Experience

Applicant must hold a good first degree and a postgraduate degree in the relevant subject area and must be a member of a recognised

accountancy professional association. He/She must have served as an Accountant or Deputy Internal Auditor in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years. In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;
- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ACCOUNTANT

Duties

Accountant shall assist the Finance Officer in the overall management and administration of the office and functions.

Qualifications and Experience

Applicant must hold a good first degree and a postgraduate degree in the relevant subject area and must be a member of a recognised accountancy professional association. He/She must have served as a Senior Assistant Accountant or Senior Assistant Internal Auditor in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years. In addition, applicant must:

- be analytical, critical, result-oriented, innovative and visionary;
- possess hands-on ability to work independently;
- possess excellent communication, interpersonal and supervisory skills;
- be a good team player;
- possess strong IT skills and familiarity with accounting software;
- be able to work under pressure to meet deadlines; and
- possess proactive commercial flair.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR ASSISTANT ACCOUNTANT

Duties

The Senior Assistant Accountant shall assist the Finance Officer in the overall management and administration of the Finance Office.

Qualifications and Experience

The candidate must hold the relevant first degree plus a master's degree. Applicant must have served as Assistant Accountant or Assistant Internal Auditor in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT ACCOUNTANT

Duties

The Assistant Accountant shall assist the Finance Officer in the overall management and administration of the Office and functions.

Qualifications and Experience

In addition to a relevant first degree, the candidate must possess a master's degree in either Finance or Accounting or an equivalent professional qualification and must have served as a Junior Assistant Accountant or Junior Assistant Internal Auditor for a minimum period of two (2) years in a College of Education or comparable grade in a similar institution/organisation.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

INTERNAL AUDIT

INTERNAL AUDITOR

In general, the Internal Auditor will provide an independent, objective assurance and consulting services designed to add value and improve the College's operations. He/She will help the College accomplish its objectives by bringing a systematic disciplined approach to evaluate and improve risk management, control, and governance processes.

Responsibilities and Duties

The responsibilities and duties and of the Internal Auditor include:

- determining the reliability and adequacy of accounting, financial and operational controls in the College;
- evaluate the procedures of the College to determine whether results are consistent with stated objectives and goals;
- monitoring compliance with established policies, plan and procedures;
- appraising the quality of performance of those carrying out assigned responsibilities;
- assessing the extent to which assets are accounted for and safeguarded against losses;
- ensuring that reliable records form the basis for the preparation of appropriate financial and other data provided for decision-making;
- drawing the Principal's attention to deficiencies in the system, instances of duplicated functions, waste or other inefficiencies with recommendations for remedies where necessary;
- carrying out special reviews of accounting and internal control systems with the view to minimising weaknesses.

Qualifications and Experience

Applicant must hold a good first degree or comparable qualification plus a relevant professional qualification of a masters degree in the relevant area. Must be a member of a recognised accountancy professional association as well as a member of the Institute of Internal Auditors. He/She must have served as a Deputy Internal Auditor in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment of College Internal Auditor

The vacancy will be advertised. Appointment to the position of a College Internal Auditor shall be through competitive interview and as provided for in the Colleges of Education Act and Statutes.

OTHER SENIOR STAFF A (SSA) POSITIONS IN AUDIT

Other Senior Staff A in Audit shall be designated as follows:

- Deputy Internal Auditor
- Assistant Deputy Internal Auditor
- Senior Assistant Internal Auditor
- Assistant Internal Auditor

DEPUTY INTERNAL AUDITOR

Duties

The Deputy Internal Auditor shall assist the Internal Auditor in the overall management and administration of the Office and functions.

Qualification and Experience

Applicant must hold a good first degree and a postgraduate degree in the relevant subject area and must be a member of a recognised accountancy professional association. He/She must have served as a Accountant or Deputy Internal Auditor in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT DEPUTY INTERNAL AUDITOR

Duties

The Assistant Deputy Internal Auditor shall assist the Internal Auditor

in the overall management and administration of the Office and functions.

Qualifications and Experience

Applicant must hold a good first degree and a postgraduate degree in the relevant subject area and must be a member of a recognised accountancy professional association. He/She must have served as a Senior Assistant Accountant or Senior Assistant Internal Auditor in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR ASSISTANT INTERNAL AUDITOR

Duties

The Senior Assistant Internal Auditor shall assist the Internal Auditor in the overall management and administration of the Office and functions.

Qualifications and Experience

Applicant must hold a good first degree and a postgraduate degree in the relevant subject area and must be a member of a recognised accountancy professional association. He/She must have served as a Assistant Internal Auditor or Assistant Accountant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT INTERNAL AUDITOR

Duties

The Assistant Internal Auditor shall assist the Internal Auditor in the overall management and administration of the Office and functions.

Qualifications and Experience

Applicant must hold a good first degree and a postgraduate degree in the relevant subject area and must be a member of a recognised accountancy professional association. He/She must have served as a Junior Assistant Accountant or Junior Assistant Internal Auditor for a minimum period of two (2) years in a College of Education or comparable grade in a similar institution/organisation.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SECTION B

Senior Staff B (SSB)

SENIOR STAFF B (SSB)

This section deals with all categories of staff who hold Senior Staff positions. The structure of Senior Staff B positions and lines of career progression are illustrated in Table 2. The categories include:

- Teaching
- Administration
- Library
- Accounting
- Procurement
- Audit
- Stores
- Estate Management
- Technicians
- ICT
- Transport
- Works
- Security
- Porters:

TEACHING

INSTRUCTORS

The Instructor category is a special teaching staff category designed to enable the College appoint persons with special practical skills who have no formal academic qualification but whose expertise may be needed to support teaching and learning in target areas such as the creative arts.

Instructor category shall be designated as follows:

- Chief Instructor
- Principal Instructor
- Senior Instructor
- Instructor

TABLE 2

Harmonised Senior Staff B (SSB) Positions in the Colleges of Education

<i>Senior (Teaching)</i>	<i>Administration</i>	<i>Library</i>	<i>Accounts</i>	<i>Procurement</i>	<i>Internal Audit</i>	<i>Stores</i>	<i>Estate Management</i>	<i>Technicians</i>	<i>ICT</i>	<i>Transport</i>	<i>Works</i>	<i>Security</i>	<i>Porter</i>
Chief Instructor	Chief Administrative Assistant	Chief Library Assistant	Chief Accounting Assistant	Chief Procurement Assistant	Chief Auditing Assistant	Chief Stores Assistant	Chief Estate Management Assistant	Chief Technical	Chief ICT Assistant	Transport Officer	Chief Supervisor of Works	Chief Security Officer	Chief Porter
Principal Instructor	Principal Administrative Assistant	Principal Library Assistant	Principal Accounting Assistant	Principal Procurement Assistant	Principal Auditing Assistant	Principal Stores Assistant	Principal Estate Management Assistant	Principal Technician	Principal ICT Assistant	Principal Assistant Transport Officer	Principal Supervisor of Works	Principal Security Officer	Principal Porter
Senior Instructor	Senior Administrative Assistant	Senior Library Assistant	Senior Accounting Assistant	Senior Procurement Assistant	Senior Auditing Assistant	Senior Stores Assistant	Senior Estate Management Assistant	Senior Technician	Senior ICT Assistant	Senior Assistant Transport Officer	Senior Supervisor of Works	Senior Security Officer	Senior Porter
Instructor	Administrative Assistant	Library Assistant	Accounting Assistant	Procurement Assistant	Auditing Assistant	Stores Assistant	Estate Management Assistant	Technician	ICT Assistant	Assistant Transport Officer	Supervisor of Works	Security Officer	Porter

CHIEF INSTRUCTOR

The Chief Instructor must have good oral communication skills and demonstrate excellent skills in the required specialised area. He/She must have served as Principal Instructor for at least six (6) years.

PRINCIPAL INSTRUCTOR

The Principal Instructor must have good oral communication skills and demonstrate excellent skills in the required specialised area. He/She must have served as Senior Instructor for at least six (6) years.

SENIOR INSTRUCTOR

The Senior Instructor must have good oral communication skills and demonstrate excellent skills in the required specialised area. He/She must have served as Instructor for at least six (6) years.

INSTRUCTOR

The Instructor must have good oral communication skills and demonstrate excellent skills in the required specialised area. Applicant must be at least 25 years of age.

ADMINISTRATION

The Senior Staff B in Administration shall be designated as follows:

- Chief Administrative Assistant
- Principal Administrative Assistant
- Senior Administrative Assistant
- Administrative Assistant

CHIEF ADMINISTRATIVE ASSISTANT

Duties

The Chief Administrative Assistant will perform a wide range of administrative and secretarial duties of executive nature. These include:

- organisation of training programmes for staff;
- supervision of personnel;
- covering of meetings; and
- typing of reports.

Qualifications and Experience

- Applicant must hold a Bachelor's degree from a recognised tertiary education institution. Applicant must have served as a Principal Administrative Assistant in a College of Education or a comparable grade in a similar institution/organisation for at least four (4) years.
- applicants must display qualities of sound judgement, initiative and resourcefulness and must demonstrate ability to hold schedules without supervision.
- be able to type and be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PRINCIPAL ADMINISTRATIVE ASSISTANT

Duties

The Principal Administrative Assistant will perform a wide range of administrative and secretarial duties of executive nature including:

- training and supervision
- covering of meetings
- preparation and typing of reports
- keeping of confidential files
- maintenance of discipline
- execution of specific duties assigned by superiors

Qualifications and Experience

Applicant must hold a Bachelor's degree awarded by a recognised tertiary institution. He/She must have served as a Senior Administrative Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years. Must be able to type and be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR ADMINISTRATIVE ASSISTANT

Duties

The Senior Administrative Assistant will perform a wide range of administrative and secretarial duties of executive nature which include:

- training and supervision
- covering of meetings
- preparation and typing of reports
- keeping of confidential files
- maintenance of discipline
- execution of specific duties assigned by superiors

Qualifications and Experience

Applicant must hold a Bachelor's degree awarded by a recognised tertiary institution. He/She must have served as an Administrative Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must be able to type and be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ADMINISTRATIVE ASSISTANT**Duties**

The Administrative Assistant will perform a wide range of administrative and secretarial duties of executive nature which include:

- training and supervision,
- covering of meetings,
- preparation and typing of reports,
- keeping of confidential files,
- execution of specific duties assigned by superiors.

Qualifications and Experience

- Applicant must hold a Bachelor's degree in Administration/ Social Science/Management etc. awarded by a recognised tertiary institution. Applicant must have served as a Senior Clerk in a College of Education or comparable grade in a similar institution/organisation with at least four (4) years experience.

Or

- Applicant must hold Higher National Diploma or University Diploma or its equivalent with at least four (4) years of relevant work experience.
- Must be able to type and be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

LIBRARY

The Senior Staff B in the College Library Section shall be designated as follows:

- Chief Library Assistant
- Principal Library Assistant
- Senior Library Assistant
- Library Assistant

CHIEF LIBRARY ASSISTANT

Duties

The Chief Library Assistant shall perform various professional library duties including:

- cataloguing,
- supervising a section of the College Library,
- training of subordinate staff.

Qualifications and Experience

Applicant must hold a Bachelor's degree in the relevant subject area from a recognised tertiary education institution. He/She must have served as a Principal Library Assistant in a College of Education or

comparable grade in a similar institution/organisation for at least four (4) years.

Must be computer literate and be familiar with some library software.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PRINCIPAL LIBRARY ASSISTANT

Duties

The Principal Library Assistant shall perform various professional library duties including:

- cataloguing,
- supervising a section of the College Library,
- training of subordinate staff.

Qualifications and Experience

Must hold a Bachelor's degree in the relevant subject area from a recognised tertiary education institution. He/She must have served as a Senior Library Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must be computer literate and be familiar with some library software.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR LIBRARY ASSISTANT

Duties

The Senior Library Assistant shall perform various professional library duties including:

- cataloguing,
- supervising a section of the College Library,
- training of subordinate staff.

Qualifications and Experience

Must hold a Bachelor's degree in the relevant subject area from a recognised tertiary education institution. He/She must have served as a Library Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must be computer literate and be familiar with some library software.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

LIBRARY ASSISTANT

Duties

The Library Assistant shall perform various professional library duties including:

- cataloguing,
- supervising a section of the College Library,
- training of subordinate staff.

Qualifications and Experience

Must hold a Bachelor's degree in Library/Archives Administration or equivalent qualification.

Must be computer literate and be familiar with some library software.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be by interview.

ACCOUNTING STAFF

The Senior Staff in Accounting shall be designated as follows:

- Chief Accounting Assistant
- Principal Accounting Assistant
- Senior Accounting Assistant
- Accounting Assistant

CHIEF ACCOUNTING ASSISTANT**Duties**

A Chief Accounting Assistant will perform duties relating to the control of College revenue and expenditure. These include:

- being in charge of and directing the work of Accounting Section;
- efficient collection of revenue;
- the maintenance of detailed accounts of the College; and
- supervision and training of personnel.

Qualifications and Experience

Must hold a Bachelor's degree (Accounting option) awarded by a recognised tertiary institution. He/She must have served as a Principal Accounting Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must be computer literate and be familiar with the relevant accounting software.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PRINCIPAL ACCOUNTING ASSISTANT

Duties

A Principal Accounting Assistant will perform duties relating to the control of College revenue and expenditure. These include:

- being in charge of and directing the work of Accounting Sections;
- efficient collection of revenue;
- the maintenance of detailed account of the College; and
- supervision and training of personnel.

Qualifications and Experience

Must hold a Bachelor's degree (Accounting option) awarded by a recognised tertiary institution. He/She must have served as a Senior Library Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must be computer literate and be familiar with the relevant accounting software.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR ACCOUNTING ASSISTANT**Duties**

A Senior Accounting Assistant will perform various accounting duties which include:

- preparation of statements of accounts;
- checking and verifying current accounts;
- bank reconciliation statements; and
- dealing with relevant correspondence.

Qualifications and Experience

Must hold a Bachelor's degree (Accounting option) awarded by a recognised tertiary institution. He/She must have served as Accounting Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must be computer literate and be familiar with the relevant accounting software.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment/promotion. Selection shall be by competitive interview.

ACCOUNTING ASSISTANT

Duties

An Accounting Assistant performs various accounting duties which include:

- preparation of statements of accounts;
- checking and verification of current accounts;
- preparation of Bank Reconciliation Statements;
- attending to correspondence;
- supervision of the work of lower grades.

Qualifications and Experience

- Must hold a Bachelor's degree (Accounting option) awarded by a recognised tertiary institution. He/She must have served as a Senior Accounts Clerk in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

OR

- Applicant must hold Higher National Diploma or University Diploma to be included as one of the entry requirement, plus four (4) years relevant experience in either case.
- Must be computer literate and be familiar with the relevant accounting software.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PROCUREMENT

The Senior Staff B in the Procurement Section shall be designated as follows:

- Chief Procurement Assistant
- Principal Procurement Assistant
- Senior Procurement Assistant
- Procurement Assistant

CHIEF PROCUREMENT ASSISTANT

Duties

A Chief Procurement Assistant will perform duties relating to procurement of goods, services works including:

- responsibility for supervision of the procurement section of the College;
- preparation of procurement plans for goods, works and services for the College;
- Assisting in ensuring adherence to procurement regulations as contained in the Procurement Act 2003, ACT 663 and any other regulatory framework;
- formulation of procurement plans and strategies;
- assisting in the processing of tenders advertisements;
- preparation of tender bids;
- supervising the maintenance and updating of proper database of suppliers, service providers and consultants;
- Assisting in monitoring contracts to ensure conformance and compliance with contract terms;
- compilation of procurement requests from user departments for action;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Must have a relevant Bachelor's degree awarded by a recognised institution or relevant professional qualification. Candidate must have served as a Principal Procurement Assistant in a College of Education or comparable grade in a similar institution or organisation for at least four years.

Must be computer literate and conversant with the relevant software.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

PRINCIPAL PROCUREMENT ASSISTANT

Duties

A Principal Procurement Assistant will perform duties relating to procurement of goods, services and works including:

- assisting in the supervision of the procurement section of the College;
- preparation of procurement plans for goods, works and services for the College;
- Assisting in ensuring adherence to procurement regulations as contained in the Procurement Act 2003, ACT 663 and any other regulatory framework;
- formulation of procurement plans and strategies;
- assisting in the processing of tenders advertisements;
- preparation of tender bids;
- supervising the maintenance and updating of proper database of suppliers, service providers and consultants;
- Assisting in monitoring contracts to ensure conformance and compliance with contract terms;
- compilation of procurement requests from user departments for action;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Must have a relevant Bachelor's degree awarded by a recognised institution or relevant professional qualification. Candidate must have served as a Senior Procurement Assistant in a College of Education or comparable grade in a similar institution or organisation for at least four (4) years.

Must be computer literate and conversant with the relevant software.

SENIOR PROCUREMENT ASSISTANT

Duties

A Senior Procurement Assistant will perform duties relating to procurement of goods, services works including:

- responsibility for supervision of the procurement section of the College;
- preparation of procurement plans for goods, works and services for the College;
- Assisting in ensuring adherence to procurement regulations as contained in the Procurement Act 2003, ACT 663 and any other regulatory framework;
- Assisting in the formulation of procurement plans and strategies;
- assisting in the processing of tenders advertisements;
- preparation of tender bids;
- supervising the maintenance and updating of proper database of suppliers, service providers and consultants;
- Assisting in monitoring contracts to ensure conformance and compliance with contract terms;
- Assisting in the compilation of procurement requests from user departments for action;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Must have a relevant Bachelor's degree awarded by a recognised institution or relevant professional qualification. Candidate must have served as a Procurement Assistant in a College of Education or comparable grade in a similar institution or organisation for at least four years.

Must be computer literate and conversant with the relevant software.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

PROCUREMENT ASSISTANT

Duties

A Procurement Assistant will perform duties relating to procurement of goods, services works including:

- preparation of procurement plans for goods, works and services for the College;
- Assisting in ensuring adherence to procurement regulations as contained in the Procurement Act 2003, ACT 663 and any other regulatory framework;
- formulation of procurement plans and strategies ;
- assisting in the processing of tenders advertisements ;
- preparation of tender bids;
- supervising the maintenance and updating of proper database of suppliers, service providers and consultants;
- Assisting in monitoring contracts to ensure conformance and compliance with contract terms;

- compilation of procurement requests from user departments for action;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Must have a relevant Bachelor's degree awarded by a recognised institution or relevant professional qualification. Candidate must have served as a Senior Procurement Clerk in a College of Education or comparable grade in a similar institution or organisation for at least four (4) years.

OR

Applicant must hold Higher National Diploma (Purchasing and Supply) plus for (4) years relevant experience.

Must be computer literate and conversant with the relevant software.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

INTERNAL AUDIT

The Senior Staff B in the Audit Section shall be designated as follows:

- Chief Auditing Assistant
- Principal Auditing Assistant
- Senior Auditing Assistant
- Auditing Assistant

CHIEF AUDITING ASSISTANT

Duties

The Chief Auditing Assistant shall be responsible for

- internal auditing in the departments in the College;
- training of staff;
- supervision of the work of subordinate staff.

Qualifications and Experience

Must hold a Bachelor's degree (Accounting option) awarded by a recognised tertiary institution. He/She must have served as a Principal Auditing Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Applicant must be computer literate and must exhibit high sense of judgement, initiative, and integrity.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PRINCIPAL AUDITING ASSISTANT

Duties

The Principal Auditing Assistant shall be involved in Auditing duties including

- internal auditing in the departments in the College
- training of staff
- supervision of the work of subordinate staff.

Qualifications and Experience

Must hold a Bachelor's degree (Accounting option) awarded by a recognised tertiary institution with at least four (4) years experience as a Senior Auditing Assistant in a College of Education or comparable grade in a similar institution/organisation.

Applicant must be computer literate and must exhibit high sense of judgement, initiative, and integrity.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR AUDITING ASSISTANT

Duties

The Senior Auditing Assistant shall be involved in audit and accounting duties which include

- internal auditing in the departments in the Colleges
- training of staff
- supervision of the work of subordinate staff.

Qualifications and Experience

Must hold a Bachelor's degree (Accounting option) awarded by a recognised tertiary institution. He/She must have served as an Auditing Clerk in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Applicant must be computer literate and must exhibit high sense of judgement, initiative, and integrity.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

AUDITING ASSISTANT

Duties

The Auditing Assistant shall be involved in audit and accounting duties which include:

- internal auditing in the departments in the Colleges
- training of staff
- supervision of the work of subordinate staff.

Qualification and Experience

Must hold a Bachelor's degree (Accounting option) awarded by a recognised tertiary institution with at least four (4) years of post qualification experience as Senior Accounts Clerk in a College of Education or comparable grade in a similar institution/organisation.

OR

Applicant must hold Higher National Diploma (Accounting) or University Diploma plus four (4) year relevant experience.

Applicant must be computer literate and must exhibit high sense of judgement, initiative, and integrity.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

STORES

The Senior Staff B in the Stores Section shall be designated as follows:

- Chief Stores Assistant
- Principal Stores Assistant
- Senior Stores Assistant
- Stores Assistant

CHIEF STORES ASSISTANT

Duties

A Chief Stores Assistant will be responsible for the efficient organisation and running of the College stores including:

- general supervision of stores;
- stores accounting and book-keeping;
- supervision and training of subordinate staff;
- application and interpretation of stores regulations and instructions;
- handling of all cases of loss and damage;
- general correspondence.

Qualifications and Experience

Applicant must hold the final Certificate of Chartered Institute of Purchasing & Supply or equivalent qualification. He/She must have served as a Principal Stores Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must demonstrate high sense of responsibility and integrity.

Must be computer literate and be familiar with relevant stores software.

Appointment and Experiences

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PRINCIPAL STORES ASSISTANT

Duties

The Principal Stores Assistant will assist the Chief Stores Assistant in

the organisation and running of the College stores. These include

- general supervision of stores;
- stores accounting and book-keeping;
- supervision and training of subordinate staff;
- application and interpretation of stores regulations and instructions;
- handling of all cases of loss and damage; and
- general correspondence.

Qualifications and Experience

Applicant must hold the final Certificate of Chartered Institute of Purchasing & Supply or equivalent qualification. He/She must have served as a Senior Stores Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must demonstrate high sense of responsibility and integrity.

Must be computer literate and be familiar with relevant stores software.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SENIOR STORES ASSISTANT

Duties

A Senior Stores Assistant will be responsible for

- ordering, keeping and maintenance of stock;
- stock-taking, preparation of estimates; and
- general correspondence;

- short-landings and insurance claims;
- expeditious handling of all cases of loss and damage;
- application and interpretation of stores regulations and instructions; and
- ^ supervision of subordinate staff.

Qualifications and Experience

Applicant must hold the final Certificate of Chartered Institute of Purchasing & Supply or equivalent qualification. He/She must have served as a Stores Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must demonstrate high sense of responsibility and integrity.

Must be computer literate and be familiar with relevant stores software.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

STORES ASSISTANT

Duties

A Stores Assistant will be responsible for

- ordering, keeping and maintenance of stock;
- stock-taking, preparation of estimates;
- general correspondence;
- short-landings and insurance claims;
- expeditious handling of all cases of loss and damage;
- application and interpretation of stores regulations and instruction; and
- supervision of subordinate staff.

Qualifications and Experience

- Must hold a Bachelor's degree (Supply Claim Management/ Procurement Management) or equivalent.
- OR
- Must hold the Higher National Diploma (Purchasing and Supply) or equivalent qualification in the relevant subject area. He/She must have served as a Stores Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.
 - Must demonstrate high sense of responsibility and integrity.
 - Must be computer literate and be familiar with relevant stores software.

Appointment

Vacancies shall be advertised and qualified applicant may be considered for appointment. Selection shall be through competitive interview.

ESTATE MANAGEMENT

The Senior Staff B in the Estate Management Section shall be designated as follows:

- Chief Estate Management Assistant
- Principal Estate Management Assistant
- Senior Estate Management Assistant
- Estate Management Assistant

CHIEF ESTATE MANAGEMENT ASSISTANT

Duties

A Chief Estate Management Assistant shall be responsible to the Principal for the management of the College's Estate Department.

- advising management on estate matters, including property acquisition rent and rent review, leases and lease renewal and disposal of unserviceable.
- undertaking routine inspection of the College's estates and preparation of regular reports.
- ensuring that proper assets register is maintained at the estate office.
- assisting in the furnishing of duty post bungalows, flats guest houses residences, offices, classrooms and lecture halls.
- preparation of maintenance schedules for the Principal's consideration.
- preparation of venues for functions such as congregation, matriculation, etc.
- providing timely reports on encroachment on the College's properties for appropriate action.
- ensuring proper utilisation of the College's property.
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Candidate must have a relevant Bachelor's Degree or equivalent professional qualification. Candidate must have served as a Principal Estate Management Assistant in a College of Education or comparable grade in a similar institution or organisation for at least four (4) years.

Candidate must be computer literate and conversant with the relevant software.

Appointment/Promotion

Vacancies shall be advertised. Selection shall be by interview.

PRINCIPAL ESTATE MANAGEMENT ASSISTANT

Duties

A Principal Estate Management Assistant shall perform duties relating

to the management of the College's Estate, including:

- advising management on estate matters, including property acquisition rent and rent review, leases and lease renewal and disposal of unserviceable.
- undertaking routine inspection of the College's estates and preparation of regular reports.
- ensuring that proper assets register is maintained at the estate office.
- assisting in the furnishing of duty post bungalows, flats guest houses residences, offices, classrooms and lecture halls.
- preparation of maintenance schedules for the Principal's consideration.
- preparation of venues for functions such as congregation, matriculation, etc.
- providing timely reports on encroachment on the Colleges properties for appropriate action;
- ensuring proper utilisation of the College's property;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Candidate must have a relevant Bachelor's Degree or equivalent professional qualification. Candidate must have served as a Senior Estate Management Assistant in a College of Education or comparable grade in a similar institution or organisation for at least four years.

Candidate must be computer literate and conversant with the relevant software.

Appointment/Promotion

Vacancies shall be advertised. Selection shall be by interview.

SENIOR ESTATE MANAGEMENT ASSISTANT**Duties**

A Senior Estate Assistant shall perform estate management duties, including:

- advising management on estate matters, including property acquisition rent and rent review, leases and lease renewal and disposal of unserviceable.
- undertaking routine inspection of the College's estates and preparation of regular reports.
- ensuring that proper assets register is maintained at the estate office.
- assisting in the furnishing of duty post bungalows, flats guest houses residences, offices, classrooms and lecture halls.
- preparation of maintenance schedules for the Principal's consideration.
- preparation of venues for functions such as congregation, matriculation, etc.
- providing timely reports on encroachment on College's properties for appropriate action;
- ensuring proper utilisation of the College's property;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Candidate must have a relevant Bachelor's Degree or equivalent professional qualification. Candidate must have served as an Estate Management Assistant in a College of Education or comparable grade in a similar institution or organisation for at least four (4) years.

Candidate must be computer literate and conversant with the relevant software.

Appointment/Promotion

Vacancies shall be advertised. Selection shall be by interview.

ESTATE MANAGEMENT ASSISTANT

An Estate Assistant shall perform duties relating to the management of the College's Estate Department, including:

- advising management on estate matters, including property acquisition rent and rent review, leases and lease renewal and disposal of unserviceable.
- undertaking routine inspection of the College's estates and preparation of regular reports.
- ensuring that proper assets register is maintained at the estate office.
- assisting in the furnishing of duty post bungalows, flats guest houses residences, offices, classrooms and lecture halls.
- preparation of maintenance schedules for the Principal's consideration.
- preparation of venues for functions such as congregation, matriculation, etc.
- providing timely reports on encroachment on College's properties for appropriate action;
- ensuring proper utilisation of the College's property;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

- Candidate must have Bachelor's degree in Estate Management or equivalent professional qualification.
- OR
- Relevant HND or University Diploma in Estate Management plus four (4) years relevant experience.
 - Candidate must have a relevant Bachelor's degree or equivalent professional qualification.

- Candidate must be computer literate and conversant with the relevant software.

Appointment/Promotion

Vacancies shall be advertised. Selection shall be by interview.

TECHNICIANS

The Senior Staff B in the Technicians category shall be designated as follows:

- Chief Technician
- Principal Technician
- Senior Technician
- Technician

CHIEF TECHNICIAN

Duties

The Chief Technician will perform various duties which include

- the training of subordinate staff;
- repairs and maintenance of equipment/instruments;
- providing technical assistance to staff engaged on research projects;
- preparation of experiments for instruction;
- providing tutorial and technical assistance for teaching and learning;
- general supervision; and
- training of all staff in that set-up.

Qualifications and Experience

Applicant must hold a Bachelor's degree from a recognised tertiary

institution in the appropriate subject areas. He/She must have served as a Principal Technician in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Or

Must hold the part III of the Science Laboratory Technician certificate of the City & Guilds of London Institute or equivalent plus at least four (4) years work experience as Principal Technician.

Or

Must hold the HND or its equivalent plus at least eight (8) years of relevant work experience.

A Chief Technician must exhibit qualities of initiative, resourcefulness, innovation and creativity; and must be trustworthy.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PRINCIPAL TECHNICIAN

Duties

The Principal Technician shall provide general assistance to the Chief Technician in various duties including:

- the training of Laboratory and subordinate staff;
- administration of stores and orders;
- repairs and maintenance of scientific equipment;
- providing technical assistance to staff engaged on research projects;
- preparation of experiments for courses run by the Department/College; and
- providing technical assistance for teaching and learning.

Qualifications and Experience

Applicant must hold a Bachelor's degree from a recognised tertiary institution in the appropriate subject. He/She must have served as a Senior Technician in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Or

Must hold the part III of the Science Laboratory Technician certificate of the City & Guilds of London Institute or equivalent plus at least four (4) years work experience as Senior Technician.

Or

Must hold the HND or its equivalent plus at least four (4) years of relevant work experience.

A Principal Technician must exhibit qualities of initiative, resourcefulness, innovation and creativity; and must be trustworthy.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment/promotion. Selection shall be by competitive interview.

SENIOR TECHNICIAN**Duties**

The Technician shall perform such relevant duties as may be required. These include:

- construction;
- repair and maintenance of equipment;
- repairs and maintenance of scientific equipment;
- providing technical assistance to staff engaged on research projects;
- preparation of experiments for teaching and learning;
- providing tutorial and technical assistance for teaching and learning.

Qualifications and Experience

Applicant must hold a Bachelor's degree from a recognised tertiary institution in the appropriate subject. He/She must have served as a Technician in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Or

Must hold the Part III of the Science Laboratory Technician certificate of the City & Guilds of London Institute or equivalent plus at least four (4) years of post-qualification work experience as Technician.

Or

Must hold the HND or its equivalent plus at least four (4) years of relevant work experience.

A Senior Technician must exhibit qualities of initiative, resourcefulness, innovation and creativity; and must be trustworthy.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

TECHNICIAN

Duties

The Technician shall perform such relevant duties as may be required. These include:

- repairs and maintenance of scientific equipment;
- providing technical assistance to staff engaged on research projects;
- preparation of experiments for teaching and learning;
- providing tutorial and technical assistance for teaching and learning.

Qualifications and Experience

- Applicant must hold a Bachelor degree or its equivalent of professional qualification.
- A Technician must exhibit qualities of initiative, resourcefulness, innovation and creativity; and must be trustworthy.

Appointment/Promotion

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ICT

The Senior Staff ICT shall be designated as follows:

- Chief ICT Assistant
- Principal ICT Assistant
- Senior ICT Assistant
- ICT Assistant

CHIEF ICT ASSISTANT**Duties**

The Chief ICT Assistant shall be responsible for:

- Supervising the construction and maintenance of the Colleges ICT operational model and overseeing ICT network and internet operations;
- Making detailed plans to accomplish ICT management and technical goals;
- Organising and supervising subordinate ICT-related staff;
- Supervising the installation and upgrading of hardware and

software, programming and systems design, development of computer networks, implementation of internet and intranet sites; and

- Training of ICT-related staff.

Qualifications and Experience

Applicant must possess a degree in Computer Science or related area from a recognised institution. He/She must have served as a Principal ICT Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PRINCIPAL ICT ASSISTANT

Duties

The Principal ICT Assistant will assist the Chief ICT Assistant in the performance of his/her duties which shall include:

- Supervising the construction and maintenance of the Colleges ICT operational model and overseeing ICT network and internet operations;
- Making detailed plans to accomplish ICT management and technical goals;
- Organising and supervising subordinate ICT-related staff;
- Supervising the installation and upgrading of hardware and software, programming and systems design, development of computer networks, implementation of internet and intranet sites; and
- Training of ICT-related staff.

Qualifications and Experience

Applicant must hold degree in Computer Science or related area from a recognised institution. He/She must have served as a Senior ICT Assistant in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for promotion/appointment. Selection shall be through competitive interview.

SENIOR ICT ASSISTANT**Duties**

The Senior ICT Assistant will assist the Chief ICT Assistant in the performance of his/her duties which include:

- Supervising the construction and maintenance of the Colleges ICT operational model and overseeing ICT network and internet operations;
- Making detailed plans to accomplish ICT management and technical goals;
- Organising and supervising subordinate ICT-related staff;
- Supervising the installation and upgrading of hardware and software, programming and systems design, development of computer networks, implementation of internet and intranet sites; and
- Training of ICT-related staff.

Qualifications and Experience

Applicant must possess Bachelor's degree or its equivalent. He/She must have served as a ICT Assistant in a College of Education or

comparable grade in a similar institution/organisation for at least four (4) years.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

ICT ASSISTANT

Duties

The ICT Assistant will assist the Chief ICT Assistant in the performance of his/her duties which includes:

- Supervising the construction and maintenance of the Colleges ICT operational model and overseeing ICT network and internet operations;
- Making detailed plans to accomplish ICT management and technical goals;
- Organising and supervising subordinate ICT-related staff;
- Supervising the installation and upgrading of hardware and software, programming and systems design, development of computer networks, implementation of internet and intranet sites; and
- Training of ICT-related staff.

Qualifications

- Applicant must hold Bachelor of Science in ICT.
- Must possess minimum HND or University Diploma or its equivalent in the relevant subject area with four (4) relevant experience.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

TRANSPORT

The Senior Staff B in the Transport Section shall be designated as follows:

- Transport Officer
- Principal Assistant Transport Officer
- Senior Assistant Transport Officer
- Assistant Transport Officer

TRANSPORT OFFICER**Duties**

The Transport Officer shall be responsible for the overall management and administration of the Transport Section including:

- enforcing rules and regulations on driving
- supervision of subordinate staff
- repairs, maintenance and smooth running of the College's vehicles
- allocation of vehicles to departments/units
- scheduling of journeys
- assignment of drivers to departments

Qualifications and Experience

Applicant must possess either a Bachelor's degree, HND or Final Certificate of the City and Guilds of London Institute or equivalent qualification. He/She must have served as a Principal Assistant

Transport Officer in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection will be through competitive interview.

PRINCIPAL ASSISTANT TRANSPORT OFFICER

Duties

The Principal Assistant Transport Officer shall assist the Transport Officer in the overall management and administration of the Transport Section including:

- enforcing rules and regulations on driving
- supervision of subordinate staff
- repairs, maintenance and smooth running of the College's vehicles
- allocation of vehicles to departments/units
- scheduling of journeys
- assignment of drivers to departments/units

Qualifications and Experience

Applicant must possess either a Bachelor's degree, HND or Final Certificate of the City and Guilds of London Institute or equivalent qualification. He/She must have served as a Senior Assistant Transport Officer in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered

for appointment/promotion. Selection shall be through competitive interview.

SENIOR ASSISTANT TRANSPORT OFFICER

Duties

The Senior Assistant Transport Officer shall assist the Transport Officer in the overall management and administration of the Transport Section including:

- enforcing rules and regulations on driving
- supervision of subordinate staff
- repairs, maintenance and smooth running of the College's vehicles
- allocation of vehicles to departments/units
- scheduling of journeys
- assignment of drivers to departments/units

Qualifications and Experience

Must hold a Higher National Diploma (Mechanical Engineering) or related transport related field from a recognised institution. He/She must have served as a Senior Assistant Transport Officer in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Appointment

Vacancies will be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT TRANSPORT OFFICER

Duties

The Assistant Transport Officer is the Chief Driver and shall assist the Transport Officer in the management and administration of the Transport Section. The duties include:

- supervision and training of drivers
- allocation of vehicles to departments
- scheduling of journeys
- assignment of drivers to departments/units

Qualifications and Experience

Applicant must hold a Bachelor's degree in relevant area.

OR

Applicant must possess Advanced NVTI Certificate in driving and possess at least Driver's Licence 'E'. Applicant must have at least nine (9) years of driving experience.

Or

Must hold a Higher National Diploma or its equivalent plus four (4) years relevant experience. Membership of the Institute of Automobile Engineering will be an advantage.

Or

Must possess five passes in GCE/School Certificate or 6 SSSCE/WASCE passes plus Driving License 'E' and twelve (12) years experience.

The Assistant Transport Officer must be conversant with accident reports and the Motor Vehicle insurance and the licensing procedures and other driver and vehicle regulations of the country.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection will be through competitive interview.

WORKS

The Senior Staff B in the Works Section shall be designated as follows:

- Chief Supervisor of Works
- Principal Supervisor of Works
- Senior Supervisor of Works
- Supervisor of Works

CHIEF SUPERVISOR OF WORKS

Duties

The Chief Supervisor of Works shall perform various works duties including:

- supervision of all building contracts and works in the College;
- ensuring compliance with drawings and specifications;
- ensuring the use of approved building materials;
- ensuring that directions by engineers and architects are carried out by contractors;
- ensuring regular maintenance of college buildings and property including infrastructure.

Qualifications and Experience

Applicant must hold a Bachelor's degree in the relevant subject area. He/She must have served as a Principal Supervisor of Works in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for promotion. Selection shall be through competitive interview.

PRINCIPAL SUPERVISOR OF WORKS

Duties

The Principal Supervisor of Works shall assist the Chief Supervisor of Works in the discharge of his/her duties which include:

- supervision of all building contracts and works in the College;
- ensuring compliance with drawings and specifications;
- ensuring the use of approved building materials;
- ensuring that directions by engineers and architects are carried out by contractors;
- ensuring regular maintenance of college buildings and property including infrastructure.

Qualifications and Experience

Applicant must hold a Bachelor's degree in the relevant subject area. He/She must have served as a Senior Supervisor of Works in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for promotion. Selection shall be through competitive interview.

SENIOR SUPERVISOR OF WORKS

Duties

The Senior Supervisor of Works shall assist the Chief Supervisor of Works in the discharge of his/her duties including:

- supervision of all building contracts and works in the College;
- ensuring compliance with drawings and specifications;
- ensuring the use of approved building materials;
- ensuring that directions by engineers and architects are carried out by contractors;
- ensuring regular maintenance of college buildings and property including infrastructure.

Qualifications and Experience

Applicant must hold a Bachelor's degree in the relevant subject area. He/She must have served as a Senior Supervisor of Works in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment/promotion. Selection shall be through competitive interview.

SUPERVISOR OF WORKS

Duties

The Supervisor of Works shall assist the Chief Supervisor of Works in the discharge of his/her duties including:

- supervision of all building contracts and works in the College;
- ensuring compliance with drawings and specifications;
- ensuring the use of approved building materials;
- ensuring that directions by engineers and architects are carried out by contractors;
- ensuring regular maintenance of college buildings and property including infrastructure.

Qualifications and Experience

- Applicant must hold a Bachelor's degree in the relevant subject area, or he must hold minimum HND in the relevant subject area with four (4) years relevant experience.
- Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment/promotion. Selection shall be through competitive interview.

SECURITY

The Senior Staff B in the Security Section shall be designated as follows:

- Chief Security Officer
- Principal Security Officer
- Senior Security Officer
- Security Officer

CHIEF SECURITY OFFICER

Duties

The Chief Security Officer shall be responsible for the overall administration of the safety and security needs and services of the College community. These shall include:

- exercising control over the Guards and all security personnel;
- ensuring discipline among security staff;
- supervising and training of staff;
- keeping the security situation under constant review for the safety and protection of the entire College community;

- advising Management of the security situation and logistic needs.

Qualifications and Experience

Applicant must possess a Bachelor's degree from a recognised institution. He/She must have served as a Principal Security Officer in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Or

Must have served in the Armed Forces, Police or any major security service and must have held security-related schedule(s).

Applicant must have impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PRINCIPAL SECURITY OFFICER

Duties

A Principal Security Staff shall assist the Chief Security Officer in the administration of the Security Services which include:

- Exercising control over the Guards and all security personnel
- Ensuring discipline among security staff
- Supervising and training of staff
- Keeping the security situation under constant review for the safety and protection of the entire College community
- Advising Management of the security situation, and logistic needs

Qualifications and Experience

Applicant must possess a Bachelor's degree from a recognised institution. He/She must have served as a Senior Security Officer in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Or

Must have served in the Armed Forces, Police or any major security service and must have held security-related schedule(s).

Applicant must have impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment/promotion promoted. Selection shall be by competitive interview.

SENIOR SECURITY OFFICER

Duties

A Senior Security Officer shall assist the Chief Security Officer in the administration of the Security Services which include:

- Exercising control over the Guards and all security personnel;
- Ensuring discipline among security staff;
- Supervising and training of staff;
- Keeping the security situation under constant review for the safety and protection of the entire College community;
- Advising Management on the security situation, and logistic needs.

Qualifications and Experience

Applicant must hold a Bachelor's degree with at least four (4) years relevant working experience.

Or

Applicant must have served as a Security Officer in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years with impeccable record.

Or

Must have served in the Armed Forces, Police or any major security service and must have held security-related schedule(s).

Applicant must have impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment/promotion. Selection shall be through competitive interview.

SECURITY OFFICER

Duties

A Senior Security Officer shall assist the Chief Security Officer in the administration of the Security Services which include:

- Exercising control over the Guards and all security personnel;
- Ensuring discipline among security staff;
- Supervising and training of staff;
- Keeping the security situation under constant review for the safety and protection of the entire College community;
- Advising Management on the security situation, and logistic needs.

Qualifications and Experience

Applicant must hold a Bachelor's degree with at least four (4) years relevant working experience.

Or

Must have served in the Armed Forces, Police or any major security service and must have held security-related schedule(s).

Applicant must have impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment. Selection shall be through competitive interview.

PORTERS

The Senior Staff in the Porters' Category shall be designated as follows:

- Chief Porter
- Principal Porter
- Senior Porter
- Porter

CHIEF PORTER

Duties

The Chief Porter is in charge of the overall security of the Halls of residence and shall perform other duties which include:

- maintenance of records
- ensuring and overseeing the cleaning of halls
- maintenance of hall property and furniture
- ensuring security of halls of residence and students property
- maintenance of records of residence
- training and supervision of staff of halls
- receiving and monitoring movement of hall visitors

Qualifications and Experience

The Applicant must hold a Bachelor's degree from a recognised tertiary institution. He/She must have served as a Principal Porter in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for promotion. Selection shall be through competitive interview.

PRINCIPAL PORTER

The Principal Porter shall assist the Chief Porter in the discharge of his/her duties which include:

Duties

- maintenance of records
- ensuring and overseeing the cleaning of halls
- maintenance of hall property and furniture
- ensuring security of halls of residence and students property
- maintenance of records of residence
- training and supervision of staff of halls
- receiving and monitoring movement of hall visitors

Qualifications and Experience

The Applicant must hold a Bachelor's degree from a recognised tertiary institution. He/She must have served as a Senior Porter in a College of Education or comparable grade in a similar institution/organisation for at least four (4) years.

Must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified serving Senior Porters may be considered for promotion. Selection shall be through competitive interview.

SENIOR PORTER

Duties

The Senior Porter shall assist the Chief Porter in the discharge of his/her duties which include:

- maintenance of records
- ensuring and overseeing the cleaning of halls
- maintenance of hall property and furniture
- ensuring security of halls of residence and students property
- maintenance of records of residence
- training and supervision of staff of halls
- receiving and monitoring movement of hall visitors

Qualifications

The Applicant must hold a Bachelor's degree from a recognised tertiary institution.

Must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for promotion. Selection shall be through competitive interview.

PORTER

Duties

The Porter shall assist the Senior Porter in the discharge of his duties which include:

- maintenance of records
- ensuring and overseeing the cleaning of halls

- maintenance of hall property and furniture
- ensuring security of halls of residence and students property
- maintenance of records of residence
- training and supervision of staff of halls
- receiving and monitoring movement of hall visitors

Qualifications

The Applicant must hold a Diploma or its equivalent from a recognised tertiary institution.

Must be computer literate.

Appointment/Promotion

Vacancies shall be advertised. Selection shall be through competitive interview.

SECTION C

Junior Staff

JUNIOR STAFF

This section deals with all categories of staff who hold Junior Staff positions. The structure of Junior Staff positions and lines of career progression are illustrated in Table 3. The categories include:

- Administration
- Library
- Accounting
- Procurement
- Audit
- Stores
- Estate Management
- Technicians
- ICT
- Transport
- Works
- Security
- Porters:

TABLE 3
Harmonised Junior Staff Positions in the Colleges of Education

<i>Administration</i>	<i>Library</i>	<i>Accounts</i>	<i>Procurement</i>	<i>Audit</i>	<i>Stores</i>	<i>Estate Management</i>	<i>Technicians</i>	<i>ICT</i>	<i>Transport</i>	<i>Works</i>	<i>Security</i>	<i>Porter</i>
Senior Clerk	Junior Library Assistant	Senior Accounts Clerk	Senior Procurement Clerk	Senior Audit Clerk	Senior Storekeeper	Senior Estate Management Clerk	Senior Technical Assistant	Senior ICT Clerk	Senior Driver/Mechanic	Senior Works Assistant	Senior Guard	Senior Assistant Porter
Clerk Grade I	Junior Library Assistant Grade I	Accounts Clerk Grade I	Procurement Clerk Grade I	Audit Clerk Grade I	Storekeeper Grade I	Estate Management Clerk Grade I	Technical Assistant Grade I	ICT Clerk Grade I	Driver/Mechanic Grade I	Works Assistant Grade I	Guard Grade I	Assistant Porter Grade I
Clerk Grade II	Junior Library Assistant Grade II	Accounts Clerk Grade II	Procurement Clerk Grade II	Audit Clerk Grade II	Storekeeper Grade II	Estate Management Clerk Grade II	Technical Assistant Grade II	ICT Clerk Grade II	Driver/Mechanic Grade II	Works Assistant Grade II	Guard Grade II	Assistant Porter Grade II

ADMINISTRATION

The Junior Staff in Administration shall be designated as follows:

- Senior Clerk
- Clerk Grade I
- Clerk Grade II

SENIOR CLERK

Duties

The duties of a Senior Clerk shall include:

- typing,
- handling of files,
- interpreting and application of regulations;
- responding to enquires.

Qualifications and Experience

Applicant must possess 5 credits in GCE 'O' Level or 6 passes in SSSCE/WASSCE including English Language. Or hold Diploma in Business Studies (Secretarial Option) or its equivalent from a recognised.

He/She must have served as Clerk Grade I in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

CLERK GRADE I

The duties of a Clerk Grade II shall include:

- typing,
- handling of files,
- interpreting and application of regulations,
- responding to enquires.

Qualifications and Experience

Applicant must hold a Diploma in Business Studies (Secretarial Option) from a recognised institution. Or possess 5 GCE 'O' Level credits or 6 SSSCE/WASSCE passes including English Language.

He/She must have served as Clerk Grade 2 in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

CLERK GRADE II

The duties of a Clerk Grade II shall include:

- typing,
- handling of files,
- interpreting and application of regulations;
- responding to enquires.

Qualifications and Experience

Applicant must hold a Diploma in Business Studies (Secretarial

Option) or equivalent qualification from a recognised institution.
Or possess five (5) GCE 'O' Level/School Certificate or six (6) SSSCE/
WASSCE passes including English Language.

OR

Applicant must hold RSA Stage II.
Candidates must be computer literate.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

LIBRARY

Junior staff in the Library shall be designated as follows:

- Junior Library Assistant
- Junior Library Assistant Grade I
- Junior Library Assistant Grade II

JUNIOR LIBRARY ASSISTANT

Duties

The Junior Library Assistant shall assist in the

- acquisition and ordering of library materials;
- placing orders for library materials;
- sorting serials for direction to various parts of the Library;
- cataloguing and classification of library materials;
- circulation of materials; and
- provision of assistance to readers.

Qualifications and Experience

Applicant must possess 5 GCE 'O' Level credits/School Certificate

and 6 SSSCE passes including English Language, and Mathematics. He/She must have served as Junior Library Assistant Grade I in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

JUNIOR LIBRARY ASSISTANT GRADE I

Duties

The Junior Library Assistant Grade I shall assist in the:

- acquisition and ordering of library materials;
- placing orders for library materials;
- sorting serials for direction to various parts of the Library;
- cataloguing and classification of library materials;
- circulation of materials and
- provision of assistance to readers.

Qualifications and Experience

Applicant must have obtained 5 GCE 'O' Level credits or 6 SSSCE/WASSCE passes in English Language. He/She must have served as Junior Library Assistant Grade II in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be

considered for appointment/promotion. Selection shall be through competitive interview.

JUNIOR LIBRARY ASSISTANT GRADE II

Duties

The Junior Library Assistant Grade II shall assist in the:

- acquisition and ordering of library materials;
- placing orders for library materials;
- sorting serials for direction to various parts of the Library;
- cataloguing and classification of library materials;
- circulation of materials; and
- provision of assistance to readers.

Qualifications and Experience

Applicant must have obtained 5 GCE 'O' Level credits/School Certificate or 6 SSSCE passes including English Language, plus relevant working experience.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

ACCOUNTS

The Junior Staff in Accounting shall be designated as follows:

- Senior Accounts Clerk
- Accounts Clerk Grade I
- Accounts Clerk Grade II

SENIOR ACCOUNTS CLERKS

Duties

The Senior Accounts Clerk shall assist in the following accounting duties:

- preparation of College accounts,
- salary administration,
- preparation of vouchers etc.

Qualifications and Experience

Applicant must have served as an Accounts Clerk Grade 1 in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years and must possess the following:

Credits in (5) GCE 'O' Level/School Certificate or six (6) SSSCE/WASSCE including English Language, Mathematics and Accounting.

Or

Diploma in Business Studies (Accounting Option) from a recognised institution plus 3 years' working experience.

Candidate must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ACCOUNTS CLERK GRADE I

Duties

The Senior Clerk Grade I shall assist in the

- preparation of the College's accounts;
- salary administration;
- preparation of vouchers.

Qualifications and Experience

He/She must have served as Accounts Clerk Grade II in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Candidate must possess credits in (5) GCE 'O' Level/School Certificate or six (6) SSSCE/WASSCE including English Language, Mathematics and Accounting.

Or

Hold Diploma in Business Studies (Accounting Option) from a recognised institution.

Or

Ghana Commercial Exams Stage III.

Candidate must be computer literate.

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ACCOUNTS CLERK GRADE II

Duties

The Accounts Clerk Grade II shall assist in the

- preparation of the College's accounts,
- salary administration,
- preparation of vouchers etc.
- supervision of subordinate staff.

Qualifications and Experience

The Candidate must have obtained credits in (5) GCE 'O' Level/

School Certificate or six (6) SSSCE/WASSCE passes including English Language, Mathematics or Statistics and Accounting or its equivalent.

Candidate must hold RSA Stage II.

Candidates must be computer literate.

Relevant working experience will be an advantage.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

PROCUREMENT

The Junior Staff in Procurement Grade shall be designated as follows:

- Senior Procurement Clerk
- Procurement Clerk Grade I
- Procurement Clerk Grade II

SENIOR PROCUREMENT CLERK

Duties

The Senior Procurement Clerk shall assist in general procurement duties including:

- procuring of goods, works and services
- verification of goods, works and services

Qualifications and Experience

He/She must have served as Procurement Clerk Grade I in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Or

Applicant must hold a relevant and equivalent certificate from a recognised institution plus years working experience.

Candidate must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PROCUREMENT CLERK GRADE I

Duties

The Procurement Clerk Grade I shall generally assist in general procurement duties:

- procuring of goods, works and services
- verification of goods, works and services

Qualifications and Experience

He/She must have served as Clerk Grade II in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Applicant must possess the following: Five (5) passes in GCE 'O' Level/School Certificate or six (6) SSSCE/WASSCE including English Language, Mathematics and Accounting.

Or

Applicant must hold a relevant and equivalent certificate from a recognised institution plus years working experience.

Post-qualification experience is not required.

Or

Candidates must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

PROCUREMENT CLERK GRADE II**Duties**

The Procurement Clerk Grade II shall assist in:

- procuring of goods, works and services
- verification of goods, works and services
- perform general procurement duties.

Qualifications and Experience

The Candidate must have obtained 5 credits in GCE 'O' Level/ School Certificate or six (6) SSSCE/WASSCE passes including English Language, Mathematics and Accounting or its equivalent.

The Candidate must hold RSA Stage II.

Relevant working experience will be an advantage.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

AUDIT

The Junior Staff in Audit Grade shall be designated as follows:

- Senior Audit Clerk
- Audit Clerk Grade I
- Audit Clerk Grade II

SENIOR AUDIT CLERK

Duties

The Senior Audit Clerk shall assist in general audit duties including:

- auditing of accounts
- verification of stores and equipment

Qualifications and Experience

He/She must have served as Audit Clerk Grade I in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Or

Applicant must hold a Diploma in Business Studies (Accounting Option) from a recognised institution plus years working experience.

Candidate must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

AUDIT CLERK GRADE I

Duties

The Audit Clerk Grade I shall generally assist in general audit duties:

- auditing of accounts
- verification of stores and equipment.

Qualifications and Experience

He/She must have served as Clerk Grade II in a College of Education

or comparable grade in a similar institution/organisation for at least three (3) years.

Applicant must possess the following: Five (5) passes in GCE 'O' Level/School Certificate or six (6) SSSCE/WASSCE including English language, Mathematics and Accounting.

Or

Diploma in Business Studies (Accounting Option) from a relevant tertiary education institution.

Post-qualification experience is not required.

Or

Ghana Commercial Stage III

Candidates must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

AUDIT CLERK GRADE II

Duties

The Audit Clerk Grade II shall assist in:

- auditing of accounts,
- verification of stores and equipment; and
- perform general audit duties.

Qualifications and Experience

The Candidate must have obtained 5 credits in GCE 'O' Level/School Certificate or six (6) SSSCE/WASSCE passes including English Language, Mathematics and Accounting or its equivalent. The Candidate must hold RSA Stage II. Relevant working experience will be an advantage.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

STORES

The Junior Staff in the Stores Section shall be designated as follows:

- Senior Storekeeper
- Storekeeper Grade I
- Storekeeper Grade II

SENIOR STOREKEEPER

Duties

The duties of the senior storekeeper shall include

- book-keeping
- taking custody and maintenance of stores
- preparation of estimates
- attending to correspondence

Qualifications and Experience

Must hold a Diploma in Business Studies (Accounting Option) from a recognised institution plus three (3) years working experience. He/She must have served as Storekeeper Grade I in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Candidates must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be

considered for appointment/promotion. Selection shall be through competitive interview.

STOREKEEPER GRADE I

Duties

The duties of the Storekeeper Grade I shall include:

- book-keeping
- taking custody and maintenance of stores
- preparation of estimates
- attending to correspondence

Qualifications and Experience

He/She must have served as Storekeeper Clerk Grade II in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Applicant must possess the following: 5 credits in GCE 'O' Level/School Certificate or six (6) SSSCE/WASSCE including English Language, Mathematics and Accounting.

Or

Diploma in Business Studies (Accounting Option) from a recognised institution or its equivalent.

Applicant must hold RSA Stage II.

Applicant must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

STOREKEEPER GRADE II

Duties

The duties of the Storekeeper Grade II shall include:

- book-keeping,
- taking custody and maintenance of stores
- preparation of estimates
- attending to correspondence

Qualification and Experience

The Candidate must have obtained 6 SSSCE/WASSCE passes or GCE 'O' Level/School Certificate 5 credits including Accounting, English Language, Mathematics or its equivalent.

The Candidate must hold RSA Stage II.

Must be computer literate. Relevant working experience will be an advantage.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

ESTATE MANAGEMENT

The Junior Staff in the Estate Management section are:

- Senior Estate Management Clerk
- Estate Management Clerk Grade I
- Estate Management Clerk II

SENIOR ESTATE MANAGEMENT CLERK**Duties**

Senior Estate Management Clerk shall assist in the following Estate Management duties:

- assisting in routine inspection of the College's estates and preparation of regular reports;
- assisting in ensuring that proper assets register is maintained at the estate office;
- assisting in the furnishing of duty post bungalows, flats guest houses residences, offices, classrooms and lecture halls;
- assisting in the preparation of maintenance schedules for the Principal's consideration;
- assisting in the preparation of venues for functions such as congregation, matriculation, etc.;
- assisting in the provision of timely reports on encroachment of the institutions properties for appropriate action;
- Assisting in ensuring proper utilisation of institution's property;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Applicant must have served as an Estate Management Clerk Grade (I) in a College of Education or comparable grade in a similar institution or organisation for at least three years.

Applicant must possess Diploma in Estate Management or equivalent professional qualification or Credits in (5) GCE "O" Level/WASSCE/SSSCE or its equivalence from a recognised institution.

Candidates must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be

considered for appointment/promotion. Selection shall be by interview.

ESTATE MANAGEMENT CLERK I

Duties

Senior Estate Management Clerk shall assist in the following Estate Management duties:

- assisting in routine inspection of the College's estates and preparation of regular reports;
- assisting in ensuring that proper assets register is maintained at the estate office;
- assisting in the furnishing of duty post bungalows, flats guest houses residences, offices, classrooms and lecture halls;
- assisting in the preparation of maintenance schedules for the rector's consideration;
- assisting in the preparation of venues for functions such as congregation, matriculation, etc.;
- assisting in the provision of timely reports on encroachment of the institutions properties for appropriate action;
- Assisting in ensuring proper utilisation of institution's property;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Applicant must have served as an Estate Management Clerk Grade (II) in a College of Education or comparable grade in a similar institution or organisation for at least three (3) years.

Applicant must possess Diploma in Estate Management or equivalent professional qualification or Credits in (5) GCE "O" Level/WASSCE/SSSCE or its equivalence from a recognised institution.

Candidates must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be by interview.

ESTATE MANAGEMENT CLERK GRADE II**Duties**

Senior Estate Management Clerk II shall assist in the following Estate Management duties:

- assisting in routine inspection of the College's estates and preparation of regular reports;
- assisting in ensuring that proper assets register is maintained at the estate office;
- assisting in the furnishing of duty post bungalows, flats guest houses residences, offices, classrooms and lecture halls;
- assisting in the preparation of maintenance schedules for the Principal's consideration;
- assisting in the preparation of venues for functions such as congregation, matriculation, etc.;
- assisting in the provision of timely reports on encroachment of the institutions properties for appropriate action;
- assisting in ensuring proper utilisation of institution's property;
- any other duties that may be assigned by the Principal.

Qualifications and Experience

Applicant must have obtained Credits in (5) GCE "O" Level/WASSCE/SSSCE or its equivalence from a recognised institution.

Candidates must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be by interview.

TECHNICIANS

Junior staff in the Technician category shall be designated as follows:

- Senior Technical Assistant
- Technical Assistant Grade I
- Technical Assistant Grade II

Senior Technical Assistant

Duties

The Senior Technical Assistant shall perform such relevant duties as may be required. These include:

- construction;
- repair and maintenance of equipment;
- repairs and maintenance of scientific equipment;
- providing technical assistance to staff engaged on research projects;
- preparation of experiments for teaching and learning;
- providing tutorial and technical assistance for teaching and learning.

Qualifications and Experience

The Candidate must have served satisfactorily as Technical Assistant Grade I for not less than three (3) years in the College or similar organisation. He/She must possess the Science Laboratory Technician Certificate (Part I) with at least one (1) year experience in a College

of Education or comparable grade in a similar institution/organisation.

Must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

TECHNICAL ASSISTANT GRADE I

Duties

The Technical Assistant Grade II shall perform such relevant duties as may be required. These include:

- construction;
- repair and maintenance of equipment;
- repairs and maintenance of scientific equipment;
- providing technical assistance to staff engaged on research projects;
- preparation of experiments for teaching and learning;
- providing tutorial and technical assistance for teaching and learning.

Qualifications and Experience

Applicant must have served as Technical Assistant Grade II in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Applicant must possess the following:

The Intermediate Certificate of City and Guilds of London Institute/Science Laboratory Technician Certificate.

Or

5 GCE 'O' Level/School Certificate or six (6) SSSCE/WASSCE

passes including English Language, Mathematics and Science.
Candidates must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

TECHNICAL ASSISTANT GRADE II

Duties

The Technical Assistant Grade II shall perform such relevant duties as may be required. These include:

- construction;
- repair and maintenance of equipment;
- repairs and maintenance of scientific equipment;
- providing technical assistance to staff engaged on research projects;
- preparation of experiments for teaching and learning;
- providing tutorial and technical assistance for teaching and learning.

Qualifications and Experience

The Candidate must have obtained 5 GCE 'O' Level/School Certificate credits or 6 passes in SSSCE/WASSCE including English Language, Mathematics and relevant science subjects plus 3 years' working experience.

Appointment

Vacancies shall be advertised and qualified applicants may be

considered for appointment. Selection shall be through competitive interview.

ICT

The Junior Staff in the ICT section shall be designated as follows:

- Senior ICT Clerk
- ICT Clerk Grade I
- ICT Clerk Grade II

SENIOR ICT CLERK

Duties

The Senior ICT Clerk shall assist in systems analysis, programming, network and system administration, verification and validation of data.

Qualification and Experience

Must possess a Diploma in ICT from a recognised institution plus three (3) years of post qualification experience.

He/She shall demonstrate a high sense of integrity and honesty.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

ICT CLERK GRADE I

Duties

The Senior ICT Clerk Grade I shall assist in systems analysis,

programming, network and system administration, verification and validation of data.

Qualification and Experience

Must have served satisfactorily as ICT Clerk Grade II for not less than three (3) years in in a College of Education or comparable grade in a similar institution/organisation.

Or

Must possess a diploma in ICT awarded by a recognised professional training institution plus three (3) years of post qualification experience.

He/She shall demonstrate a high sense of integrity and honesty.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

ICT CLERK GRADE II

Duties

The Senior ICT Clerk Grade II shall assist in systems analysis, programming, network and system administration, verification and validation of data.

Qualification and Experience

Must have obtained School Certificate/GCE/SSSCE/WASSCE credits including English Language and Mathematics. Applicants must possess certificate of proficiency in Computing or data entry programme plus one (1) year experience. Programmes offered by IPMC/NIIT should be considered.

He/She shall demonstrate a high sense of integrity and honesty.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

TRANSPORT

Junior Staff in Transport shall be designated as follows:

- Senior Driver
- Driver Grade I
- Driver Grade II

SENIOR DRIVER

Duties

Senior Driver shall assist the Transport Officer in the overall management and administration of the Transport Section and perform driving duties which include:

- driving
- enforcing rules and regulations on driving
- ensuring cleanliness of vehicles
- repairs, maintenance and smooth running of the College's vehicles.

Qualifications and Experience

The Candidate must possess a valid Driving License F and must have at least the BECE and have served continuously and satisfactorily as Driver Grade I for at least three (3) years in a College of Education or comparable grade in a similar institution/organisation.

GCE 'O' Level/SSSCE/WASSCE Certificate will be an advantage.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

DRIVER GRADE I

The Driver Grade I shall assist the Transport Officer in the overall management and administration of the Transport Section and perform duties which include:

- driving
- enforcing rules and regulations on driving
- ensuring cleanliness of vehicles
- repairs, maintenance and smooth running of the College's vehicles.

Qualifications and Experience

The Candidate must possess a valid Driving License, a minimum of License D and must possess a minimum BECE and must have served continuously and satisfactorily as Driver Grade I for at least three (3) years in a College of Education or comparable grade in a similar institution/organisation.

GCE 'O' Level/SSSCE Certificate will be an advantage.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

DRIVER GRADE II

The Driver Grade II shall assist the Transport Officer in the overall

management and administration of the Transport Section and perform duties which include:

- driving
- ensuring cleanliness of vehicles
- supervision of subordinate staff
- repairs, maintenance and smooth running of the College's vehicles.

Qualifications and Experience

Must possess a valid Driving License, minimum of License D and must have at least the BECE/MSLC.

GCE 'O' Level/SSSCE/WASSCE Certificate will be an advantage.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

WORKS

Junior staff in Works shall be designated as follows:

- Senior Works Assistant
- Works Assistant Grade I
- Works Assistant Grade II

SENIOR WORKS ASSISTANT

Duties

The Senior Works Assistant shall perform general works and maintenance duties including:

- Assisting in supervision of Tradesmen and Artisans
- Training of staff
- Repair and Maintenance of equipment/furniture etc.

Qualifications and Experience

Applicant must hold NVTI or its equivalents in any of the trades. He/She must have served as Assistant Draughtsman Grade II in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

WORKS ASSISTANT GRADE I

Duties

The Works Assistant Grade I shall perform general works and maintenance duties in a specialised trade area including repair and maintenance of equipment/furniture etc.

Qualifications and Experience

Applicant must hold NVTI or its equivalents in any of the trades. He/She must have served as Assistant Draughtsman Grade II in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

WORKS ASSISTANT GRADE II**Duties**

The Works Assistant Grade II shall perform general works and maintenance duties in a specialised trade area including repair and maintenance of equipment/furniture etc

Qualifications and Experience

Applicant must hold NVTI or its equivalents in any of the trades. City and Guards should be considered.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

SECURITY

Junior Staff in the Security section shall be designated as follows:

- Senior Guard
- Guard Grade I
- Guard Grade II

SENIOR GUARD**Duties**

A Senior Guard shall assist the Chief Security Officer in the administration of the Security Services which include:

- Exercising control over the Guards and all security personnel;
- Ensuring discipline among security staff;

- Supervising and training of staff;
- Keeping the security situation under constant review for the safety and protection of the entire College community;
- Advising Management on the security situation, and logistic needs.

Qualifications and Experience

Applicant must have served as Guard Grade I in a College of Education or comparable grade in a similar institution/organisation for at least three (3) years with impeccable record.

Applicant must have impeccable record of service.

Appointment/Promotion

Vacancies shall be advertised and qualified persons may be considered for appointment/promotion. Selection shall be through competitive interview.

GUARD GRADE I

Duties

A Guard Grade I shall assist the Chief Security Officer in the administration of the Security Services which include:

- Exercising control over the Guards and all security personnel;
- Ensuring discipline among security staff;
- Supervising and training of staff;
- Keeping the security situation under constant review for the safety and protection of the entire College community;
- Advising Management on the security situation, and logistic needs.

Qualifications and Experience

The Candidate must have served satisfactorily as Guard Grade II for a minimum of three (3) years in the College. Applicant must have impeccable record of service.

Or

Must have attained the rank of Sergeant in the Police service or equivalent status in the Armed Forces. (E.g. Sergeant) with an impeccable record.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

GUARD GRADE II**Duties**

The Senior Guard will be responsible for safe-guarding life and property on campus. The position requires tactfulness, initiative, discipline, boldness and firmness. He/She shall assist the day to day administration of the transport section.

Qualifications and Experience

The Candidate must possess the 5 School Certificate/GCE 'O' Level credits or 6 WASSCE/SSSCE passes including English Language.

Candidate must be physically fit and be not below 20 years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

GUARD GRADE III

Duties

The Guard will be responsible for safe-guarding life and property on campus. The position requires tactfulness, initiative, discipline, boldness and firmness. He/She shall assist the day to day administration of the transport section.

Qualifications and Experience

The Candidate must possess the 5 School Certificate/GCE 'O' Level credits or 6 WASSCE/SSSCE passes including English Language.

Candidate must be physically fit and be not below 20 years.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

PORTERS

Junior Staff in the Halls of Residence shall be designated as follows:

- Senior Assistant Porter
- Assistant Porter Grade I
- Assistant Porter Grade II

SENIOR ASSISTANT PORTER

Duties

The duties of the Assistant Porter shall include:

- supervision of cleaners;

- recording and monitoring guest movements; assisting students in emergencies;
- preparation and maintenance of records of students.

Qualifications and Experience

The Candidate must have served as Assistant Porter Grade I for at least three (3) years in a College of Education or comparable grade in a similar institution/organisation.

Candidates must be computer literate.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT PORTER GRADE I

Duties

The duties of the Assistant Porter Grade I shall include:

- preparation and maintenance of records of students;
- recording and monitoring guest movements;
- ensuring the safety of hall property;
- assisting students in emergencies;
- supervision of cleaners.

Qualifications and Experience

The Candidate must have served as Assistant Porter Grade II for not less than three (3) years in the College or similar comparable organisation/institution.

Appointment/Promotion

Vacancies shall be advertised and qualified applicants may be considered for appointment/promotion. Selection shall be through competitive interview.

ASSISTANT PORTER GRADE II

Duties

The duties of the Assistant Porter Grade shall include:

- preparation and maintenance of records of students
- recording and monitoring guest movements;
- ensuring the safety of hall property; supervision of cleaners
- assisting students in emergencies;

Qualifications and Experience

The Candidate must have obtained 5 GCE‘O’ Level/School Certificate credits with or 6 SSSCE passes including English Language or its equivalent. E.g. RSA II, Ghana Commercial Examination Stage II plus 2 years’ minimum working experience.

Candidates must be computer literate.

Appointment

Vacancies shall be advertised and qualified applicants may be considered for appointment. Selection shall be through competitive interview.

