



INSTITUTION OF ENGINEERING AND TECHNOLOGY (IET GHANA) VACANCY FOR EXECUTIVE SECRETARY

The Institution of Engineering and Technology, Ghana (IET Ghana) is a registered Professional Body under the NRCD 1973, Decree 143 (PB 23) and a licensed Professional Engineering Body of the Engineering Council, Ghana.

The position of Executive Secretary is regulated by Article 12 of the IET Constitution. He is the Chief Executive of the institution's Secretariat working under the direction and control of the Council.

IET Ghana invites applications from suitably qualified and competent senior practitioners in good standing to fill the position of Executive Secretary.

The tenure shall be for a period of three (3) years at the first instance and subject to further terms as per the Constitution beginning from 1st July 2019 but with the three-year tenure taking effect from 2nd January 2020.

The specific terms and conditions of service for the Executive Secretary are very competitive and shall be determined by the Council in the appointee's letter of appointment.

1. Key Responsibilities

The duties of the Executive Secretary shall among others, include the following:

- a) Be responsible for the implementation of policies and procedures of the Institution and for the management and administration, including financial administration of the Institution.
- b) Keep and maintain all Membership Registers on behalf of the Council.
- c) Directly oversee and supervise the operations of the National Secretariat and subject to the approval of the Council engage employees, take the necessary steps for their retention, dismiss and be responsible for all employees engaged to conduct the business of the Institution.
- d) Conduct the correspondence of the Institution, attend meetings of the Institution and the Council, read all minutes and communications and superintend the publication of such papers and publications as the Council may direct.
- e) Submit an annual report to the Council. Upon approval by the Council, the report as approved shall become a key input for the Annual Report that shall be laid at the Annual General Meeting for ratification.
- f) Represent the Institution at meetings, conferences, etc as the Council shall direct.
- g) Supervise the schedule staff in ensuring that the required books of accounts are recorded properly; Annual budgets are prepared for approval of the Council; Maintain Income and Expenditure of the Institution in order to periodically advise

and update the Finance Committee as well the Council; And ensure that the Institution's annual accounts are audited not later than two (2) calendar months before the date for the Annual General Meeting and presented to it after due consideration by the Council.

2. Qualification Required and Experience

- a) A candidate for the office of Executive Secretary shall have a minimum academic, professional and administrative expertise as shall be determined by the Council from time to time.
- b) A good grasp of administrative procedures especially relating to positions of similar nature.
- c) Shall not be over sixty-five (65) years old as at the time of submission of the application.

3. Essential Skills, Knowledge and Abilities

- a) A seasoned administrator with strong leadership and managerial acumen.
- b) A strategic thinker who takes initiative in policy formulation and strategy implementation.
- c) A team player with excellent interpersonal, verbal and writing skills.
- d) A sober and mature personality with the capacity to drive the vision of the institution.
- e) Capable of handling and coordinating multiple roles with high professional, moral and ethical standard as well as ability to maintain strict administrative confidentiality.
- f) Considerable experience in institutional administration and management at the higher levels would be an advantage.

4. Work Location: Institution's Secretariat, Accra

How to apply for the Job

Interested persons with the requisite qualifications and related work experience should submit Application Letters together with their full Curriculum Vitae and a one-page Statement indicating their vision for the administration of the IET Secretariat.

Applications are to be sent to e.atta-sonno@ietghana.org or by mail to:

The President

Institution of Engineering & Technology

P.O. Box AN 16147

Accra-North

Closing Date: 29th March 2019