

HR/ADMIN OFFICER

The Role

The position reports to the various District/Park/Area Managers where appropriate and the incumbent's role is to exercise effective management of the Administrative function at the District/Park/Area Office.

Key Responsibilities

- Gather inputs for the preparation of work plans for the administration of the District/Park/Area Office
- Implement the administrative and Procurement Acts and any other regulations approved by the Government at the District/Park/Area Office level
- Collate inputs for the preparation of periodic HR/administrative reports of the District/Park/Area Office
- Provide inputs for draft policies and procedures for Fleet and Security Management at the District/Park/Area Office
- Collate and maintain employee personal and career data at the District/Park/Area Office
- Facilitate the implementation of employee performance management system at the District/Park/Area Office
- Collate data for skills gap analysis to identify employee training needs and provide training at the District/Park/Area Office

Desired Qualification and Experience

Academic/Professional Qualification

1. A minimum of Bachelor's Degree in Administration or Social Sciences from a recognized tertiary institution.

Work Experience

2. A minimum of one (1) year post qualification work experience
3. Must have completed one (1) year National Service.

Desired Competencies

The Ideal candidates are expected to have the following critical competencies:

- Computer proficiency
- Communication and interpersonal Skills
- Research and data analysis
- Team player
- Report writing skills
- Knowledge of Public Procurement Act(PPA)2003,Act 663, Labour Act and other HR/Administrative Regulations

Mode of Application

Interested persons who meet the above – mentioned person specifications may apply by sending their application with recent Curriculum Vitae to the following email address:

recruitment.hq@fcghana.org

Not later than **October 12, 2021**

Only shortlisted candidates would be contacted