

PRESBYTERIAN COLLEGE OF EDUCATION

AKROPONG – AKUAPEM

(Founded 1848)



EMPLOYMENT OPPORTUNITIES

TUTOR

QUALIFICATION AND EXPERIENCE

The applicant must hold a good first degree and an MPhil. in a relevant subject area. Both degrees must be in the same area. Applicant must have the potential for the following:

- Teaching
- Scholarship
- Research
- Leadership
- Innovation and resourcefulness

SPECIAL AREAS OF CONSIDERATION INCLUDE:

- CREATIVE ARTS
- PHYSICAL EDUCATION (P.E.)

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
- Preparing and typing of reports
- Keeping of confidential files
- Execution of specific duties assigned by superior

QUALIFICATION 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.

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 College
- 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. He/ She must have served as an Auditing Clerk in a College of Education or comparable grade in a similar institution/ organization for at least four (4) years.

The applicant must be computer literate and must exhibit a high sense of judgement, initiative and integrity.

ASSISTANT WORKS OFFICER

The successful applicant will assist the Estates Officer to perform several duties including but not limited to the following;

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

QUALIFICATION AND EXPERIENCE

A first degree in any of the built environment and a master's degree or professional qualification in engineering would be an advantage.

DOMESTIC BURSAR

Duties

A qualified applicant will assist the Senior Domestic Bursar in all catering and domestic activities of the college.

QUALIFICATION AND EXPERIENCE

- Applicant must hold a Bachelor's degree in Hospitality Management awarded by a recognised tertiary institution. Applicant must have served as a domestic bursar in a College of Education or comparable grade in a similar institution/ organisation for at least four (4) years.

OR

- Applicant must hold a Higher National Diploma or University Diploma or its equivalent with at least four (4) years relevant work experience.

SECURITY OFFICER

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

Duties

- 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.

GUARD GRADE 1 and II

Duties

The Senior Guard will be responsible for safe-guarding life and property on campus. The position requires tactfulness, initiative, disciplined, boldness and firmness.

QUALIFICATIONS AND EXPERIENCE

The Candidate must possess the five (5) School Certificate/GCE 'O Level credits or six (6) WASSCE/SSSCE passes including English Language. Candidate must be physically fit and must not be below 20 years.

NOTE

All qualified applicants must have application pack including the following:

- Cover letter
- Application form
- CV
- Certified true copies of all academic certificates and transcripts
- Recommendation from two (2) referees (for staff 'A' only)
- Any other relevant document

All qualified applicants must submit ten (10) copies of their applications to the College Secretary on or before close of work **Friday 5th July, 2024.**