



MINISTRY OF TOURISM,
ARTS AND CULTURE



NATIONAL
FOLKLORE
BOARD

VACANCY ANNOUNCEMENT

The National Folklore Board, an Agency under the Ministry of Tourism, Arts and Culture, has received clearance to recruit nine (9) staff to fill various positions.

The National Folklore Board therefore invites applications for the following positions:

1. Director
2. Folklore Officer (2)
3. Assistant Administrator
4. Assistant Accountant
5. Research Officer
6. Public Relations Officer
7. Monitoring Officer
8. Procurement Officer

Qualification and Experience

- Must have a minimum of a Master's Degree for the Director position.
- Must have a good First Degree in disciplines related to all other advertised positions.
- Must have done one year compulsory National Service.

Application Process

Applicants must submit an application letter with Curriculum Vitae (CV), copies of Academic/Professional Certificates and National Service Certificate to:

info@folkloreboardgh.org. or the address below before the close of day of 11th June , 2021.

The Acting Director
National Folklore Board
P.O. Box CT9705
Cantonment – Accra

NOTE: FOR MORE INFORMATION ON QUALIFICATION REQUIREMENTS AND JOB DESCRIPTION, KINDLY VISIT OUR WEBSITE <http://folklore.gov.gh/> OR CALL +233303970953. IN THE ALTERNATIVE YOU CAN SEND AN EMAIL REQUEST TO info@folkloreboardgh.org

JOB TITLE: DIRECTOR

REPORTS:

To the Chief Director, and Culture and also serves as Secretary to the Ministry of Tourism Arts Advisory Board.

SUPERVISION: Supervises all the Departments under the Board.

JOB DESCRIPTION:

- To administer, monitor and register expressions of Folklore on behalf of the Republic.
- Maintain a register of expressions of folklore on behalf of the Republic.
- Preserve and monitor the use of expressions of folklore
- Provide members of the public with information and advice on matters relating to Folklore
- Promote activities which will increase public awareness on the activities of the National Folklore Board, and
- Promote activities for the dissemination of expressions of folklore within the Republic and abroad.

QUALIFICATION AND EXPERIENCE

- Must have held the position of Senior Management or served in a Senior Management position for at least fifteen (15) years, with satisfactory service and demonstrate the ability to perform the functions/duties of a Director.

- Previous experience for training other staff on departmental systems, processes, and other general or administrative tools is strongly preferred.
- Ability to communicate (verbal and written form)
- Must have strong interpersonal communications and writing skills, including persuasion and influence.
- Must have the Ability to quickly gain extensive knowledge of the activities of the National Folklore Board.
- Must be able to handle interpersonal interactions at all levels and manage highly sensitive interpersonal situations and information.
- Must have the ability to independently resolve issues through the use of available resources.
- Must demonstrate outstanding computer skills and specific proficiencies with Microsoft Word, Excel, FileMaker and PowerPoint.
- Must pass a selection interview to be conducted by the Governing Board in collaboration with Public Services Commission.

DUTIES AND RESPONSIBILITIES

- The Director is responsible for managing all aspects of the daily operations requiring administrative assistance.
- Provides leadership and guidance for effective functioning, administration and management of the Department.
- Initiates programs and plans for the formulation of policy for the Department.
- Ensures effective implementation of policies.
- Ensures creation and maintenance of good public image/relations for the government of Ghana.
- Fosters relationship with government institutions, MDAs and International Public and Private sectors.
- Ensures effective management of the Department's resources.
- Advises the Minister on all matters of specialty.

JOB TITLE: PUBLIC RELATIONS OFFICER

REPORTS: To Director

SUPERVISION: **Not Applicable**

DUTIES AND RESPONSIBILITIES

- Provide professional support to the National Folklore Board for the development of plans and performance.
- To monitor and register expressions of folklore on behalf of the Republic of Ghana.
- To provide market information for the National Folklore Board to plan its programs.
- Provide professional guidance in resolving other issues related to the National Folklore Board activities.
- Plan, develop and implement public relations strategies.
- Involved in photo shoots, case studies, magazines, photographs and multimedia messaging of the National Folklore Board.
- Acts as a representative of the National Folklore by providing responses to people after media coverage, through emails and Board phone calls.
- Conducts research to understand public behavior in relation to National Folklore Board.
- Involved in event planning and organizing public oriented folklore events sponsored by the Board.
- Disseminate information and activities of the National Folklore Board by means of press releases, press briefing, radio and television.

QUALIFICATION AND REQUIREMENT

- First degree in Mass Communication, public relations, or any related professional qualification from a recognized Tertiary Institution.
- Must be a computer literate
- Must pass a selection interview conducted by the Board.
- Must have done one year compulsory National Service.

SKILLS REQUIRED

- Must have Analytical Skills
- Research Skills
- Working experience in related area will be an added advantage

JOB TITLE: **MONITORING OFFICER**

REPORTS: **To Director**

SUPERVISION: **Not Applicable**

DUTIES AND RESPONSIBILITIES

- Engages in regular scheduled field monitoring and visits to users as assigned by the Head of Department.
- Report and update data on the market trends of the users (Folklore Materials) and challenges relating to monitoring.
- Analyze monitoring data to identify trends, whether the National Folklore Board targets are being met or not.
- Any other responsibility that may be assigned by the Director.

QUALIFICATION AND REQUIREMENTS

- A minimum of a First Degree in a relevant field, from a recognized Tertiary Institution.
- Must be computer literate.
- Must pass a selection interview conducted by the Board.
- Must have done one year compulsory National Service.

SKILLS REQUIRED

- Must have Analytical Skills
- Research Skills
- Working experience in related area will be an added advantage

JOB TITLE: **PROCUREMENT OFFICER**

REPORTS: **To Director**

SUPERVISION: **Stores Supply Assistants**

DUTIES AND RESPONSIBILITIES

- Assists in day to day procurement transactions.
- Manages the Stores for the National Folklore.
- Attends workshop and conferences on Procurement Management organized by the Ministry of Finance and National Procurement Authority.
- Responsible for entries of goods and services procured by the National Folklore Board.
- Performs any other duties that may be assigned by the Director.

QUALIFICATION AND EXPERIENCE

- A minimum of first Degree in purchasing and supply chain management from a recognized Tertiary Institution.
- A Professional qualification in supply chain will be an added advantage.
- Computer Literate
- Must pass selection interview conducted by the Board.
- Must have done one year compulsory National Service.

SKILLS REQUIRED

- Knowledge of Procurement Law
- Computer Skills
- Analytical Skills
- Negotiation Skills
- Working experience in related area will be an added advantage

JOB TITLE: FOLKLORE OFFICER

REPORTS: To Director

SUPERVISION: Not Applicable

DUTIES AND RESPONSIBILITIES

- Be conversant with various aspects of Ghanaian Folklore.
- Collate data for the formulation of policies on Folklore
- Provide inputs for documentation of National Folklore Board.
- Implement programs and activities of the Board.
- Facilitate the participation of the Board in National, Regional and other programs.

- Provide inputs for the preparation of annual and other periodic reports of the Board.
- Provide inputs for the annual work plan and budget for the Board.

QUALIFICATION AND EXPERIENCE

- A minimum of Bachelor's Degree or related qualification in the Performing/ Creative Arts, Heritage and Cultural Studies.
- Must have proven skills and be computer literate.
- Must pass selection interview conducted by the Board.
- Must have done one year compulsory National Service.

SKILLS REQUIRED

- Must have Analytical Skills
- Research Skills
- Working experience in related area will be an added advantage

JOB TITLE: ASSISTANT ACCOUNTANT

REPORTS: To Senior Accountant

SUPERVISION: Not Applicable

DUTIES AND RESPONSIBILITIES

- Receive funds and records financial transactions
- Keep books of Accounts and records.
- Record and analyses financial data.
- Maintain cash book.
- Prepare draft bank reconciliation statement.
- Perform any accounting duties as may be directed by the Senior Accountant.

QUALIFICATION AND EXPERIENCE

- A Degree in Accounting from a recognized tertiary institution.
- A minimum of three years' working experience preferably in a similar position.
- Exposure to the Accounting software.
- Must pass the selection interview conducted by the Board.
- Must have done one year compulsory National Service

SKILLS REQUIRED

- Knowledge of the Public Financial Management (PFM) ACT 2016 (ACT 921)
- Computer Skills
- Analytical Skills
- Working experience in related area will be an added advantage

JOB TITLE: ASSISTANT ADMINISTRATOR

REPORTS: To Director

SUPERVISION: Not Applicable

DUTIES AND RESPONSIBILITIES

- Gathers information required as a basis for making administrative decisions.
- Handles correspondence.
- Assists in the preparation and implementation of the annual budget.
- Initiate the purchase of office supplies, equipment and works.
- Performs general office duties.

QUALIFICATION AND EXPERIENCE

- A minimum of First Degree or its equivalent, in Administration or related discipline from a recognized Tertiary Institution.
- Must be computer literate with good oral and written communication skills.
- Must possess good interpersonal relations skills
- Must pass selection interview conducted by the Board.
- Must have done one year compulsory National Service.

SKILLS REQUIRED

- Must have Analytical Skills
- Research Skills
- Working experience in related area will be an added advantage

JOB TITLE: RESEARCH OFFICER

REPORTS: To Director

SUPERVISION: Not Applicable

DUTIES AND RESPONSIBILITIES

- Gather relevant data and information on Ghanaian folklore to aid decision making.
- Undertakes research initiative to assist policy decision making.
- Populates, organizes and maintains shared information systems.
- Develops, implements and manages systems and procedures to meet the information needs of the National Folklore Board.
- Responsible for research collation of regional profiles including inventory and documentation.
- Assist in preparation of research budget.
- Assist in research materials for publication of Amameresem (Folklore Magazine) and other publications on folklore.

QUALIFICATION AND EXPERIENCE

- Must have at least a Bachelor Degree in Social Sciences from a recognized tertiary institution.
- Demonstrate ability to analyze and synthesize data from a wide variety of sources and present the resulting information in a clear summary.
- Ability to handle sensitive and confidential information appropriately and with discretion.
- Must be proactive in anticipating and seeking out information related to the immediate priorities of the National Folklore Board.
- Must have done one year compulsory National Service.
- Must pass selection interview conducted by the Board.

SKILLS REQUIRED

- Must have Analytical Skills
- Research Skills
- Working experience in related area will be an added advantage

